

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

POLICY NO.: III: 01: 09

DATE: January 3, 1977

SUPERSEDES POLICY NO.: N/A

DATED: \_\_\_\_\_

SUBJECT: Administrative Interns

APPROVED: Robert O. Riggs, President Robert O. Riggs

Administrative Interns

In order to provide administrative experience for those faculty members so desiring, the following policies and procedures shall prevail:

1.0 Authorization

The principle administrator of any administrative unit of the University may be authorized to sponsor administrative interns.

1.1 Approval Process

Authorization to sponsor interns shall be a function of the immediate supervisor of the administrator desiring to sponsor interns.

1.2 Length of Internship

Interns shall be sponsored for a period not to exceed one year with any administrative unit.

2.0 Supervision of Interns

Those accepted as administrative interns will work under the direct supervision of the sponsoring administrator.

2.1 Specific duties and responsibilities should be assigned each intern.

2.2 A variety of administrative experiences should be provided.

- 2.3 Administrative interns shall not be assigned secretarial or clerical tasks except as they are incidental to the principle administrative experience.
- 2.4 A letter acknowledging the completion of the internship and evaluating the intern's experience shall be filed in the personnel file of the intern by the supervisor. A copy shall be provided the intern.

3.0 Responsibilities of Interns

Acceptance of an appointment as an administrative intern commits the faculty member to pursue the assigned responsibilities with the diligence and commitment expected from the professional administrator.

- 3.1 Administrative interns shall have the same teaching commitment in their departments as other regular full-time faculty.
- 3.2 Administrative interns shall file an evaluative report on the internship with the authorizing administrator at the termination of the appointment. A copy is to be placed in the personnel file of the intern.
- 3.3 At the conclusion of the internship the faculty member shall resume previous status within the department.