Faculty/Staff Externship Program
APPLICATION COVER SHEET

APPLICANT INFORMATION

Name:

Job Title/Department:

Phone: Room Number Email Address:

Employee Group: CEBA M&C Faculty Police ESP

Externship Year:

Have you been actively employed at GRCC for a minimum of 3 years? Yes No

Purpose of Externship:

Dates of Potential Externship:

PREVIOUS EXTERNSHIPS

1. Have you ever been awarded a GRCC externship in the past? Yes No (skip to application)

2. If yes, list previous the year(s) that were received in the past five years:

REQUIRED ATTACHMENTS
Each item below is required as part of your grant application packet:

☐ Application Cover Sheet
☐ Externship Application Form
☐ Dean’s Approval Form
☐ Supervisor/Department Head Approval Form
SUBMISSION
Submit a hard copy of your Faculty/Staff Externship application packet by **4:30 p.m. on the application deadline date** to:

**FACULTY:** Center for Teaching Excellence  
310 Main Building  
234-4547

**STAFF:** Staff Development  
100 Administration Building, Devos Campus  
234-4285

The applicant is responsible for inclusion of all documents and delivery on time. Please refer to [www.grcc.edu/externship](http://www.grcc.edu/externship) with questions, specific due dates, and next steps.

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Faculty/Staff Externship Program  
APPLICATION FORM

Name:  
Job Title/Department:

Purpose of Externship:

Preferred Industry (public, private, government):

Company Location (if known):

**PROPOSED ACTIVITIES**

1. Describe the experience for which you are requesting an externship. How do you anticipate this experience to influence your job responsibilities at GRCC (policy, procedures, curriculum, etc)?

2. Describe the proposed expectations for the externship.
3. What is the relevance of the proposed externship to the Strategic Ends of the College, Departmental Plan or Academic Program Review?

4. How do you anticipate this activity to result in new avenues of instruction, policy or procedure?

5. What is your specific plan for assessing the impact of this activity on your department or service area?

6. How will you engage others in the learning process by disseminating activity results with the wider campus community? Please check one of the options below and further describe your plans.

- Learning Day Poster Session
- Departmental communication
- Web-based presentation
- Learning Opportunity Presentation
- Other (please describe)

- Learning Day Presentation
- Campuswide or public presentation
- Blackboard or Webpage describing learning
- Article

7. How does this activity foster your own professional development goals, as indicated in your FGIP or professional development plan?
8. How will your absence affect classes, staffing, or service? Have you discussed this with your department head (required)?

9. Are there other comments in support of your application?

Signature: ____________________________________________ Date: ____________________
Faculty/Staff Externship Application  
Supervisor’s/Department Head Approval Form

To be eligible to apply for an externship, applicants must receive the approval of their Supervisor or Department Head. Please answer the following questions and return this form to the applicant. If approval is given, this form must be submitted with the Faculty/Staff Externship Application.

Name of Applicant: _____________________________  Department: _______________________________

Form Completed by: _____________________________  Title: _____________________________

1. Has the applicant been employed full time for a minimum of three years at GRCC?  □ YES  □ NO
2. Is the applicant a full-time employee, actively working and not on leave?  □ YES  □ NO
3. Is the applicant currently receiving any disciplinary action plan?  □ YES  □ NO

If you answered no to questions 1 or 2, the applicant is ineligible for an externship.

4. Will this externship have the potential for a direct impact upon student success, job duties, work processes, etc. in the department or service area in which the employee works?  □ YES  □ NO
   Comment:

5. Will the externship have the potential to help develop new avenues of instruction/departmental services/processes/policies?  □ YES  □ NO
   Comment:

6. Is the proposal consistent with the goals/priorities of the individual’s department?  □ YES  □ NO
   Comment:

7. Is the proposal applicable to the applicant’s existing responsibilities?  □ YES  □ NO
   Comment:

8. Does the proposal foster the applicant’s professional development goals?
   □ YES  □ NO
   Comment:

9. Will the individual’s absence create a staffing burden to the department/college?  □ YES  □ NO
   Comment:

10. Do you have any additional comments or concerns?

Do you recommend that this proposal be approved?  □ YES  □ NO

Signature: _____________________________  Title: _____________________________  Date: __________

(The selection committee retains the right to seek further clarification if appropriate.)
Faculty/Staff Externship Guidelines

The Faculty/Staff Externship program is a professional development opportunity designed to support faculty and staff connections to regional business and social sector theory and practice. It is the goal of an externship to obtain a first-hand view of the occupational options, labor market needs, skill requirements, and standards that regional employers embrace through direct work experiences. The intent is to validate or improve practices at GRCC.

The agreement upon accepting an externship includes:

- Each participant will be released from their regular duties for a minimum of 20 hours and a maximum of 40 hours during the participant’s contract year. If the participant is a staff member, this release will not result in any decrease to the participant’s leave banks. If the participant is a faculty member the release time will only be in effect for baseload and subs will be compensated.
- GRCC will compensate participants for their normal workload for the week, no further compensation will be provided (ie: travel, mileage, food, etc.).
- Participants may not receive additional compensation from the externship site.
- Departments will not receive budgetary dollars to cover any staff burdens resulting in this externship.
- The faculty/staff member may choose to participate more than 40 hours; but the College will not provide subs, leaves, etc. for the additional hours.
- If applicable, the College recommends the participant purchase malpractice/liability insurance for the duration of the externship.
- The completion of the 40 hours may be split up throughout the semester in which the externship is awarded.