

Other Academic Duties

1. Academic Advising

All full-time faculty members serve as academic advisers and are assigned student advisees by the associate provost for academic services. Full time faculty members in their first year are not assigned advisees but may choose to accept advisees. Normally, a faculty member may expect to advise about 25 students each year.

a. Purposes

The purposes of academic advising are the following:

- 1.) To aid the student in selection of an appropriate sequence of courses or a balance of courses tailored to realistically attainable goals.
- 2.) To provide the student with assistance in each semester's registration process.
- 3.) To aid the advisee (or his instructors) in identifying individual student problems and to provide referral to the appropriate office or individual for assistance in career counseling, financial aid, or personal counseling.
- 4.) To aid the student in preparation for graduate school or a career within the framework of a liberal arts education; to help in selection of graduate school or career employment.
- 5.) To establish relationships between faculty and students beyond classroom contacts.

b. The Academic policy states:

Each degree student is assigned an academic adviser from the faculty. The student is expected to meet with the academic adviser, who assists him or her in becoming familiar with academic programs of the College, including requirements, electives, and suggested areas of study. The adviser also helps the student plan a curriculum to meet the educational goals of the College while fulfilling the student's aspirations. Before each term, the student must consult with an adviser who assists in planning a course schedule and who also gives clearance for registration. Although the adviser's counsel can have great value to the student, *it is the student who bears the ultimate responsibility for completing the requirements for graduation.*

2. Annual Reports

Each tenure-track and tenured faculty member must prepare a yearly self-report for the previous academic year documenting teaching, scholarly, professional and/or creative activities, and service by August 15th. The department chair will place the report in the faculty member's departmental personnel file. The faculty member will send an electronic copy of the self-report to the provost who will place the copy in the faculty member's personnel file that is housed in the Office of the Provost. Preparation of yearly self-reports is not required during years that the faculty member is being evaluated for pre-tenure three-year contract renewal, tenure, promotion, or five-year post tenure review.

Faculty on leave of absence and paid leave must also prepare a self-report describing their sabbatical or leave year activities which will be submitted to the department chair and Office of the Provost on August 15th upon their return to campus. Faculty members preparing to go on paid leave must submit a report of the previous year's activities.

The department chair is required to meet with each full-time, tenure-track and tenured faculty member not on sabbatical to discuss their progress and goals as described in their annual self-report. Such a meeting should take place each year by the first Monday of spring semester.

3. Internships, Independent study

INTERNSHIPS

Internships for academic credit are designed to help students support their academic and career goals through off-campus supervised work experiences. Internships cannot be used to satisfy General Education requirements.

1. Policies

- a. Internships are available to full-time, degree-seeking juniors or seniors who have a cumulative grade point average of 2.50 or higher. Acceptance into the Internship Program is based primarily on the student's ability to perform well in the type of internship sought, as indicated by assessment of the student's intellectual qualities, reliability, personal maturity, and ability to combine an extensive academic assignment with on-site work.
- b. A maximum of 16 semester-hours of internship credit may be applied toward a degree at St. Mary's. All 16 semester-hours need not be taken in a single semester. Summer internships may carry between 4 and 8 semester-hours. Students who wish to take more than 8 semester-hours for a summer internship must obtain written permission from the associate provost of academic services. The number of internship credits that may be applied toward fulfillment of a student's major requirement is determined by the appropriate academic department.
- c. If the contractual agreement has been only partially fulfilled, the student may receive only part of the contracted number of credits, as determined by the student's faculty supervisor and the director of career services.
- d. The evaluation of the internship will be based on the specifics of the learning agreement.
- e. The mode of evaluation will be Credit/No credit. The academic project will be evaluated by the faculty supervisor and assigned a letter grade that will appear parenthetically on the student's academic record. This grade will not be included in the calculation of the student's GPA. The academic project must receive a passing grade for the student to receive credit. Credit for the internship will be assigned by the faculty supervisor after consultation with all appropriate parties, including the director of Career Services.
- f. In general, the policy is that students may not receive both a salary and credit for an internship. However, in certain circumstances related to the nature of a site's own organizational mandates, it may be possible for an intern to receive both credit and pay. The student should petition the Academic Policy Committee, providing 1) verification of the situation from the site, 2) approval from the coordinator for internships, and 3) approval from the faculty internship supervisor, to request permission for an exception to the general policy regarding receiving credit and pay for an internship.

2. Procedures

- a. Students interested in registering for internships should meet with the director of Career Services early in the semester prior to the internship placement.
- b. The director of Career Services and the appropriate department chair must approve the site placements of students for any site at which an SMCM student has not previously interned for credit.
- c. The "Internship Agreement" will be prepared by the student, approved by the on-site supervisor, faculty supervisor, director of Career Services, and submitted to the director of Career Services by the end of the semester prior to the start of the internship.
- d. Both the intern and on-site supervisor will complete written evaluations of the internship for the director of Career Services before the end of the internship.
- e. The intern will file a copy of the academic project with the faculty supervisor.

INDEPENDENT STUDIES (INCLUDING GUIDED READINGS AND DIRECTED RESEARCH)

Independent studies provide a means for students to pursue subjects in greater depth than otherwise provided by the curriculum. Independent studies cannot be used to satisfy General Education requirements.

1. Mentors must have faculty status.

2. To register for an independent study, a student must complete a learning contract. An official form for such contracts is available in each administrative office found in the academic buildings or in the Registrar's Office. The level of study (that is, 100, 200, 300, or 400) is determined by the faculty supervisor. The learning contract must be approved by the appropriate department chair and filed with the Office of the Registrar, ordinarily by the last day of the schedule-adjustment period.
3. Independent studies may not be substituted in place of courses offered on a regular basis in the College curriculum. In cases of unusual need, exception may be granted by the appropriate department chair.
4. A maximum of eight semester-hours of such work may be applied toward fulfillment of the student's major requirements. Independent study taken to fulfill major requirements must be taken for a letter grade.
5. Inasmuch as first-year students are encouraged to pursue basic courses, only sophomores, juniors, and seniors are

normally allowed to register for independent study. First-year students wanting to take an independent study should petition the appropriate department chair, offering evidence of sufficient academic preparation.

6. A student may not take more than eight semester-hours of independent study or field study during any semester, and the student is limited to a maximum of four semester-hours of independent study during a summer session.
7. To be eligible to enroll for independent study, a student must be in good academic standing.
8. As a condition for independent study, the student and the instructor must contract to meet no less than twice during the session (in addition to the first and final meetings) to discuss and assess the progress of the project.
9. The details of the independent study are determined by the faculty mentor who works within the guidelines of departmental requirements for independent studies. The underlying requirement is that the academic work must be of the same quality and quantity as a regular course of the same number of credits and level (200, 300, 400).
10. An independent study project is contracted for a specific period of time and is assessed at its contracted date of completion. The grade category "Incomplete" is assigned to a student carrying independent study only when extenuating circumstances have made substantial completion of the project impossible.

4. CV

Each faculty member should electronically submit an updated CV to the provost's office at the beginning of the fall semester of each year where CVs will be stored only by electronic means.

5. LLC guidelines

6. [Library](#)