

ECMS Intern/Mentor Process Revision

Document 1:

POSITION DESCRIPTION

ECMS strives to provide teaching experience to matriculated collegiate ESM students (Interns) on all available instrument and voice offered. The number of Interns fluctuates depending on the availability and needs of each department.

All Intern positions are Time as Reported (TAR) and are not eligible for UR benefits. In order to keep their Intern status, ECMS Interns need to be matriculated students.

Intern teaching hours range from 0 – 6 hours per week. Exceptions to the 6-hour limit must be approved by the ECMS Director.

Interns who are no longer students may apply for a one-year employment extension. If granted, they may work more than 6 hours, but no more than 12 hours.

Although it is expected that employment situation might vary (depending on collegiate enrollment and studio structure), the standard limit to Intern employment is 4 years total.

ECMS Interns:

- Are hourly teachers
- Are on one-year contracts
- Are paid over a 10-month period (every 2 weeks with no pay in July and August)
- Are not eligible for UR benefits
- May not teach consistently over 6 hours per week without permission of Associate Dean and Director.
- Are expected to reply in a timely manner to all correspondence
- Are expected to know ECMS procedures, calendar, curriculum etc.
- Are required to attend a New Teacher Orientation (scheduled for first Friday of the fall semester)
- Are required to participate in the school's Intern/Mentor program
- Are required to attend one "Coffee with the Dean" meeting per semester
- Are required to attend departmental and full faculty meetings and are encouraged to be part of the jury process. If a regularly scheduled degree class/rehearsal prevents Intern from attending a meeting, they are responsible to be in contact with Department Chair.
- Are required to coordinate smooth transition to new teacher before their departure.

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