

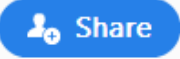
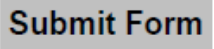


Faculty CVE/Practicum/Internship Support Funding Request Guidelines

I. FUND INFORMATION

- A. Sonomura/Community Fund for Practical Experience at Hawai'i Community College
- B. Expendable Account # 126-2820-4
- C. Requests should be to provide financial assistance to students participating in faculty-initiated projects which offer curriculum-specific practical experience at Hawaii Community College.
- D. Funds shall be used to support **non-paid** placements in learn to earn volunteer positions.

II. FUNDING PROTOCOL

- A. Eligibility Protocol
 1. Hawai'i Community College must be students' home campus.
 2. Students must be in a declared certificate or degree program registered in a CVE/Practicum/Internship course.
 3. If a program does not have a course affiliated with it, a generic CVE course should be taken and the credits used as electives where applicable.
 4. Funding request from \$200-\$600 per student placement is determined by the number of credits, e.g. 1 credit = \$200, 2 credits = \$400, and 3 credits = \$600.
 5. Request made by Faculty facilitating the placement.
 6. Request has received support approval from at least one person in the faculty members' chain of command.
 7. Funding will benefit students participating in the experiential event arranged or approved by a faculty member.
- B. Application Process
 1. Requests should be made as soon as a placement in a **non-paid** position is arranged.
 2. Complete and submit an electronic Faculty CVE/Practicum/Internship Support Funding Request form. Found on-line under Resources for Faculty and Staff/Teaching Resources or [Faculty CVE/Practicum/Internship Support Funding Request Form](#). Form must be opened in Acrobat to complete.
 - a. Provide a copy of event information (upload to request form).
 - b. Provide detailed written justification of placement.
 - c. Provide approval of at least one supervisor by sharing the form for signature by clicking on the  button in the upper right hand corner.
 - d. Once approved, press the  button at the bottom of the form.
 - e. Be aware that Thank You letters should be written prior to the end of the semester to the fund grantor submitted through the Chancellor's office or designee.

3. The Chancellor will designate a point-of-contact designee for the fund to route requests through (e.g. Student Recognition Committee or Scholarship Committee).
- C. Approval Process for request
1. Chancellor designee receives thoroughly completed electronic Faculty CVE/Practicum/Internship Support Funding Request form with one approval signature.
 2. Award funding by sending notification email to requester to submit a mid-term and final payment request form. (needs to be created with FA approval)
 3. Sign off on the request.
 4. Follow through on funding process and thank you letters.
- D. Funding Reimbursement Process Options
1. Via Banner as an award to student (may be taxable)
 2. Mid-term first half
 3. Final disbursement two weeks prior to the end of the semester.
- E. Chancellor's designee will work with the UHF to process paperwork for award disbursements of the Faculty CVE/Practicum/Internship Support portion of the Faculty Experiential fund.

III. REVIEW PROCESS

- A. These guidelines shall be reviewed and updated at the end of each fiscal year, as appropriate to maintain best practices.
- B. The Chancellor, in consultation with the Vice Chancellor for Learning and Department Chairs and other interested parties, shall review the funding protocol for the Faculty CVE/Practicum/Internship Support portion of the Faculty Experiential Fund at the end of each fiscal year and make revisions as appropriate.