The program is open to all qualified applicants who meet the state minimum qualifications in the subject area to which they will be assigned as interns.

**PROGRAM COMMITMENT**

The Project MATCH Internship is a multi-component program comprised of mandatory elements. Failure to attend may result in exclusion from the program. The mandatory elements include all of the following:
- An introductory session held on one Saturday in May prior to the Summer Institute.
- The Summer Institute, held between June and August, designed to give interns the fundamental theories and skills necessary to thrive in their community college internship. Summer Institute classes are scheduled on weeknights between 6:00 p.m. and 10:00 p.m.
- Two follow-up workshops held on one Saturday during October and December.
- The end of year culmination and evening award event held in December.

Prior to the fall semester, each intern will be assigned a mentor, from one of LACCD’s nine colleges, who matches the intern’s subject area. For example, a teaching intern will be mentored by a classroom instructor that matches the intern’s field of study. The intern will be assigned to work with the mentor to teach a 3-unit class (3 hours per week on consecutive weeks throughout the semester). If the intern is a counselor or librarian, the intern will be assigned a mentor in their field and will be given the equivalent non-classroom assignment. When prepared and capable, interns should be allowed an increasing amount of supervised time teaching in front of the class. When prepared and capable, interns should teach at least one class session in its entirety.

**PROGRAM STRUCTURE**

Selected interns must attend the Coordinator’s orientation session in May. Interns will receive valuable information to help guide them through the course of their internship as well as an opportunity to ask questions.

The Summer Institute (the interns’ training program) provides interns with a foundation in pedagogy as well as techniques, skills, and best practices for the classroom. This program prepares the interns for their fall semester internship assignment. Also in summer, mentors and interns meet one-on-one to discuss the fall semester internship. Mentors and interns alike must have a clear understanding of how they will approach the fall semester.

During the fall semester, interns receive on-campus training from their mentors. For example, teaching interns are incorporated into their mentor’s classroom, first by observing their mentor’s teaching methods and then by being shown how to prepare lessons and activities for the students. After a few weeks (no more than 3), interns begin to present topics to the students. Mentors provide feedback in response to these teaching trials. As the semester progresses, interns are allowed an increasing amount of supervised time teaching in front of the class. When prepared and capable, interns should teach at least one class session in its entirety.

The fall semester is also a time for interns to attend campus events or activities that would help promote understanding of the various responsibilities of our faculty. Interns are provided opportunities to meet the department chair, other members of the department, and to gain a better understanding of campus life.

The October follow-up meeting gives interns a chance to share their classroom experiences with the other interns. The December follow-up meeting offers interns the opportunity to participate in mock interviews to prepare them for the interview process when applying for a permanent position.

The program culminates with an end-of-year event to recognize the interns’ completion of their internship and to recognize the contributions of their mentors.

**A one semester instructional development program promoting quality instruction and diversity in community college teaching.**

**PURPOSE OF THE PROGRAM**

The instructors, counselors, and librarians of the Los Angeles Community College District have the most challenging and rewarding jobs in all of higher education. Project MATCH addresses the diversity needs of the ever-changing demographics of Los Angeles. LACCD, comprised of nine community colleges, offers Project MATCH as a program to prepare and recruit a diverse community college faculty who are sensitive to the needs of the students and community it serves. The goals of the program are to improve the diversity pool of faculty in the District, and for our interns to becomerole models by reflecting that diversity in the District.

Los Angeles Community College District
Office of Diversity Programs & District Academic Senate
770 Wilshire Boulevard
Los Angeles, CA 90017-3896
(213) 891-2315
www.laccd.edu/project_match/
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Los Angeles
Community College District

Mentors Act to Change History

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VOCATIONAL DISCIPLINES
(Examples: Computer Information Systems, Licensed Vocational Nursing, Cabinet Making, Cosmetology)

Applicants must:
1. Meet California Community College minimum qualifications by the completion of an Associate degree combined with at least 6 years of full-time paid experience in the subject area offered at a LACCD campus or Bachelor’s degree and 2 years of full-time paid experience in the subject area offered at a LACCD campus.
2. Have no prior paid professional teaching experience in a subject area offered at a LACCD campus.
3. Provide a current resume.
4a. Provide official college/university transcript(s) including all higher education units attempted. Higher education includes all course work completed beyond high school that address the minimum qualifications needed in your discipline. The official college/university transcript(s) must be submitted in a sealed (unopened) envelope.
4b. Photo copies of official college/university transcript(s) or printed unofficial transcripts downloaded from a website will not be accepted.
5. Provide one signed letter of recommendation written expressly for the Project MATCH internship application within the last 6 months (no photocopies, faxes, form letters or computer-generated signatures) from an individual (not a family member) who has provided post-secondary academic instruction or who has worked in a professional setting as a supervisor to the applicant. These materials will not be returned to the applicant.

Applicants must complete the following procedures:
1. Complete the Application Disclosure Form.
2. Write a letter of interest for the Project MATCH internship (signed and dated original, no photocopies, faxes, or form computer-generated signatures).
3. Provide a current resume.
4a. Provide official college/university transcript(s) including all higher education units attempted. Higher education includes all course work completed beyond high school that address the minimum qualifications needed in your discipline. The official college/university transcript(s) must be submitted in a sealed (unopened) envelope.
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Applicants must:
- Be authorized to work in the USA,
- Meet California Community College minimum qualifications by the completion of an Associate degree combined with at least 6 years of full-time paid experience in the subject area offered at a LACCD campus or Bachelor’s degree and 2 years of full-time paid experience in the subject area offered at a LACCD campus, and
- Have no paid college (2 or 4 year) professional teaching experience, and
- Have no prior paid professional teaching experience (in a credited course) at the college (2 or 4 year) level.

It is also advisable that applicants research general eligibility requirements for academic and vocational teaching by visiting www.cccco.edu.

HOW TO APPLY
Applicants must complete the following procedures:
1. Complete the Application Disclosure Form.
2. Write a letter of interest for the Project MATCH internship (signed and dated original, no photocopies, faxes, or form computer-generated signatures).
3. Provide a current resume.
4a. Provide official college/university transcript(s), including all higher education units attempted. Higher education includes all course work completed beyond high school that address the minimum qualifications needed in your discipline. The official college/university transcript(s) must be submitted in a sealed (unopened) envelope.
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An invitation to interview will be mailed to eligible applicants in March.

All intern applicant interviews will be conducted on one Friday and/or Saturday during the month of March or April. The criteria for selection will also include, at minimum, academic preparation or occupational expertise in a target discipline and excellent oral and written communication skills.

We are looking for talented individuals who want to pursue a career in a community college and are interested in interning as an instructor, counselor, and librarian at one of our nine community colleges. Unsuccessful applicants will also be notified.

Unsuccessful applicants who wish to apply again in the future must submit fresh application and address items 1 to 5.

Deadline for filing: 4:00 p.m. of the closing date.

Please check the LACCD Project MATCH website www.laccd.edu/project_match for this year’s closing date.

The website is updated frequently and the closing date may be extended so please check the website regularly.

Applications are accepted from November 1 each year. All application materials (see 1-5 on left) must be received (hand delivered or by mail, no faxes or emails) at the address below by 4:00 p.m. of the closing date.

Los Angeles Community College District
Project MATCH Internship
Office of Diversity Programs
770 Wilshire Boulevard
Los Angeles, CA 90017-3896

For additional information, contact the Office of Diversity Programs at (213) 891-2315.

Los Angeles Community College District

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Los Angeles Mission College, Sylmar, CA
Los Angeles Pierce College, Woodland Hills, CA
Los Angeles Southwest College, Los Angeles, CA
Los Angeles Trade-Tech College, Los Angeles, CA
Los Angeles Valley College, Valley Glen, CA
West Los Angeles College, Culver City, CA

EQUAL EMPLOYMENT OPPORTUNITY POLICY
The Los Angeles Community College District (LACCD) is committed to the principles of equal employment opportunity. It is the District’s policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and in compliance with all applicable Federal and State laws does not discriminate on the basis of ethnic group identification, race, gender, color, ancestry, national origin, age, sex, religion, sexual orientation, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics in any program or activity of the District.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

www.laccd.edu/project_match/