



Faculty AI Job Shadowing Program Handbook

2026 Cohort

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Program Guidelines

Website: [Faculty AI Job Shadowing - NITIC](#)

Purpose

The National IT Innovation Center (NITIC) aims to immerse community and technical college faculty in real-world applications of artificial intelligence across various industries. By partnering with companies actively leveraging AI, faculty will gain firsthand experience that informs curriculum development, enhances student preparedness, and strengthens industry-academic collaboration.

Objectives

- Provide faculty with exposure to AI tools, workflows, and decision-making processes in industry.
- Foster curriculum innovation aligned with current and emerging AI practices.
- Strengthen relationships between academic institutions and industry partners.
- Promote faculty professional development through experiential learning.

Eligibility

- Open to **IT Innovation Network faculty currently teaching IT credit courses full-time** at regionally accredited U.S. **two-year community college or technical college**.
- Must have institutional approval to participate (confirmation from department chair or dean).
- Adjunct faculty and high school dual enrollment instructors are not eligible at this time.

Structure

- Shadow **80 hours total**, completed between **May 1 and August 31, 2026**. The hours do not need to be consecutive; they may be scheduled anytime in the program window.
- **On-site participation is preferred**, but remote components are allowed if they align with company practices.

Activities

The experience may include:

- Company tours and department overviews.
- Job shadowing AI professionals.
- Participation in team meetings or project reviews.
- Small-scale project work or observation.
- Curriculum alignment discussions with company representatives.

Host Company

NITIC does not place faculty with companies. Participants are encouraged to work with Business & Industry Leadership Teams (BILTs), advisory boards, or local employers they already collaborate with for student internships.

NITIC prefers faculty work with one company for the full 80 hours, although two sites are allowed if necessary. The host company cannot be the faculty member's college – it must be an external organization.

It is highly recommended that applicants have a potential host company identified at the time of the application. Faculty should begin outreach before applying, starting with existing industry contacts. NITIC will provide outreach materials, including an email template (Appendix C) and flyer. If waitlisted, faculty may still pursue informal shadowing opportunities independently.

Host companies are not required to hire participants; faculty are typically registered as “volunteers” and do not need employee access. We are not asking you to obtain clearance or disclose sensitive information. NDA's are between you and the company; if this is an issue you may want to explore other companies.

NITIC does not require prior approval of host companies. However, participants must submit the **Host Company Agreement by the deadline**. Participants who fail to secure a host company by the deadline will forfeit their spot, which will be offered to someone on the waitlist. Faculty are encouraged to maintain industry relationships and reapply for future cohorts.

NITIC will not cover any travel expenses related to this experience. All travel costs are the responsibility of the participant.

Selection Process

The pilot cohort will include **10 faculty members**. Applications received by the deadline will be reviewed by a **selection committee** and scored based on the strength of the proposed experience.

While a confirmed host company is not required at the time of application, applicants should have potential options and a clear outreach plan. **Those not accepted will be placed on a waitlist.** If accepted participants fail to secure a host company by the deadline, waitlisted applicants will be contacted.

After the pilot, NITIC will evaluate outcomes and may offer the program again in summer 2027.

Institutional Approval

Applicants must **confirm supervisor approval by checking the designated box on the application**. When acceptance or waitlist notifications are sent, the supervisor will be copied. NITIC will provide materials that the faculty member can share with their supervisor. Supervisors are welcome to contact us with any questions.

Tracking Hours

Participants must **track hours using the timesheet template provided**. A signature from the company's representative is required upon completion.

Reporting Component

At the conclusion of the job shadowing experience, participants will submit a **final report** summarizing activities, key takeaways, and proposed curriculum enhancements.

Participants may be asked to share their experience during a **NITIC network webinar** to help other faculty learn from their experience.

NITIC will supply a reporting template with guiding questions to make this process straightforward. The final report should all include a timesheet that's been signed by your host company representative.

Stipend Payment

NITIC provides a \$5,000 stipend to approved faculty member participants. Participants may not receive compensation from the host company.

After acceptance, Columbus State Community College (NITIC's host institution) will register the participant as a vendor and execute a Personal Service Agreement. Stipends are considered income; participants will receive a 1099.

If a participant's college requires that the agreement be processed through the institution rather than directly with the individual, NITIC can accommodate this approach. In such cases, the stipend will be paid to the college, which will then distribute funds according to its internal policies. After acceptance, the participant must provide NITIC with the fiscal contact in their business office to facilitate the execution of the agreement.

The stipend will be paid in one installment after reports are submitted. Payment is expected in **October 2026**.

Program Timeline

Date / Timeframe	Actions
December 5, 2025	<ul style="list-style-type: none"> • Attend NITIC Information Session • Review Handbook
December 2025 – January 2026	<ul style="list-style-type: none"> • Receive college administrative approval to participate • Connect with local companies about their AI initiatives and their potential to host
February 2–20, 2026	<ul style="list-style-type: none"> • Apply using the online form during the application window
March 10, 2026	<ul style="list-style-type: none"> • Receive approval or waitlist status • If approved, confirm intent to participate
April 3, 2026	<ul style="list-style-type: none"> • Secure host company • Submit Host Company Agreement form
April 10, 2026	<ul style="list-style-type: none"> • Sign NITIC issued Personal Service Agreement contract
April 6 – April 30, 2026	<ul style="list-style-type: none"> • Waitlist notifications
May 1 – August 31, 2026	<ul style="list-style-type: none"> • Complete experience and track hours
September 30, 2026	<ul style="list-style-type: none"> • Submit report • Complete evaluation survey
October 2026	<ul style="list-style-type: none"> • NITIC issues stipends • Participant in NITIC webinar

Appendix A: Application Details

SAMPLE - Use the online form for submission

Name:

College/Institution:

Position/Title:

Courses:

Email:

Phone:

Eligibility Confirmation:

- Are you a full-time faculty member currently teaching IT credit courses at a regionally accredited U.S. two-year community or technical college?
- Is your college a member of NITIC's IT Innovation Network?

Administrative Approval

- Do you have approval from your department chair or dean to participate in this initiative? This administrator will be copied on notification emails.
- Administrator Name:
- Title:
- Email:

Host Company Research & Planning

- Briefly describe the types of companies or organizations you have researched as potential hosts for your job shadow experience.
- Outline your plan for securing a host employer by the deadline (April 3). If you have a tentative commitment, please share those details.

Learning Goals

- What do you hope to learn from this AI job shadowing experience?

Appendix B: College Leadership Outreach - Email Template

SAMPLE – Personalize and modify as needed

Subject: Request for Approval – NITIC Faculty AI Job Shadowing Program

Attach: College Flyer

Dear [Chair/Dean Name],

I am writing to request your support for my participation in the Faculty AI Job Shadowing program, offered through the National IT Innovation Center (NITIC).

This program invites IT faculty who are members of NITIC's network to partner with a local company using AI, shadow over the summer for a total of 80 hours, and provide a report on the experience to the Center. There is no cost to the college or host company; NITIC will provide a \$5,000 stipend to those selected. I have attached a flyer of the overview. Details are also available on the website - [Faculty AI Job Shadowing - NITIC](#)

With your approval, I'm planning to apply for this experience. On the application form I must indicate that I have your approval and provide your email. NITIC will include you in the notification if I'm accepted or waitlisted.

Please let me know if you have any questions or need additional information. We can also reach out to NITIC at nitic@cscs.edu. Thank you for considering this opportunity to strengthen our IT program.

Appendix C: Host Company Outreach – Email Template

SAMPLE – Personalize and modify as needed

Subject: Invitation to Participate in NITIC Faculty AI Job Shadowing Initiative

Attach: Host Company Flyer

Dear [Company Contact Name],

My name is [Your Name], and I am a faculty member at [College Name]. I am part of the National IT Innovation Center (NITIC) network, which is the NSF ATE national center for Information Technology. NITIC supports community and technical college faculty nationwide through professional development and industry partnerships to strengthen IT education and workforce readiness.

I am reaching out because your company's work with artificial intelligence aligns perfectly with an exciting initiative I am participating in: **Faculty AI Job Shadowing**. This program allows faculty to observe and learn about AI applications in the workplace, helping us bring current industry practices into the classroom and better prepare students for future careers.

I've included the **flyer attached** that provides a snapshot of the opportunities and the company's role. Details are also available on the website - [Faculty AI Job Shadowing - NITIC](#). This arrangement does not create any hiring obligation for the company and I cannot accept payment. Program participants are typically registered as volunteers, and your role is simply to provide an opportunity for observation and learning.

If you are open to partnering with me for this initiative, I would love to discuss details and scheduling. Please feel free to reply to this email. If you have questions about the program, you may also contact NITIC directly at nitic@csc.edu.

Thank you for considering this opportunity to help shape the next generation of IT professionals.

Appendix D: Host Company Agreement

SAMPLE – NITIC will provide the official forms once selected

Faculty Information

Name:

College/Institution:

Position/Title:

Email:

Phone:

Host Company Information

Company Name:

Address/City/State:

Website:

Brief Description of Company:

Company Point of Contact

Name:

Title:

Email:

Phone:

Agreement Details

- **Duration:** Faculty will complete up to 80 hours of job shadowing between May 1 and September 30, 2026.
- **Format:** On-site preferred; hybrid or remote options allowed if aligned with company practices.
- **Tracking Hours:** The company representative will sign off on the hours completed.
- **Survey:** The company representative will be sent an optional survey from NITIC at the conclusion of the experience.
- **Activities May Include:**
 - Observation of AI-related workflows
 - Participation in team meetings or project reviews
 - Curriculum alignment discussions
 - Company tours and department overviews

Important Notes:

- Faculty are not employees and will not perform work tasks.
- No compensation or formal onboarding is required from the company.
- Faculty will receive a stipend from NITIC; companies are not financially responsible.
- This agreement is **non-binding** and does not create any legal obligations for the company. It simply indicates willingness to host the faculty member for the stated purpose.
- If the company has strict policies regarding signatures, the representative may email these details to nitic@cscce.edu. NITIC is also open to using an MOU or an alternative form provided by the company if preferred.

Acknowledgment

By signing below, the company agrees to provide the faculty member with job shadowing opportunities as described above, subject to mutual scheduling and availability. This agreement does not constitute a contract and may be withdrawn by either party at any time.

Company Representative Signature: _____ **Date:** _____

Faculty Signature: _____ **Date:** _____

Appendix E: Faculty Personal Service Agreement Scope of Work

TENTATIVE SAMPLE – NITIC will provide the official forms once selected

NITIC Faculty AI Job Shadowing Program – 2026 Cohort

Purpose

The purpose of this agreement is to outline the responsibilities and deliverables for faculty participating in the NITIC Faculty AI Job Shadowing Program. The program immerses faculty in real-world AI applications within industry settings, supporting curriculum innovation and professional development.

Scope of Services

The faculty member agrees to:

- Complete a total of **80 hours** of job shadowing between program launch and **September 1, 2026**.
- Participate in activities such as: Company tours and department overviews, shadowing AI professionals, attending team meetings or project reviews, observing small-scale projects, and engaging in curriculum alignment discussions with company representative
- Track hours using the provided timesheet template, with sign-off from the host company's point of contact upon completion.
- Submit a final report by **September 30, 2026**.
- Participate in any surveys or evaluation activities for NITIC
- Invoice NITIC for the stipend upon completion and approval of deliverables.

Timeline (Key Milestones)

- April 2026: Secure host company and submit Host Company Information Sheet.
- May–August 2026: Complete shadowing experience and track hours.
- September 2026: Submit report, complete survey, and invoice for stipend.

Contact

For questions, contact NITIC at nitic@cscs.edu

Appendix F: Final Report Template

TENTATIVE SAMPLE – NITIC will provide the official report template. Question prompts are subject to change.

Participant Information

- Name and Title:
- Department Name:
- Institution Name:
- Institution Address (include building and room number if applicable):

Host Company Information

- Company Name:
- Company Address:
- Contact Person's Name, Email, and Phone Number:

Guiding Questions for Your Report

Please address each question thoroughly. You may include additional information beyond these prompts.

1. Initial Expectations and Goals

- a. What were your initial expectations and learning goals for the job shadowing experience?
- b. How did these align with the outcomes you achieved?

2. Key Lessons Learned

- a. What were the most important insights or knowledge you gained during the experience?
- b. How have these insights impacted your understanding of AI applications in industry?

3. Impact on Teaching Practice

- a. Reflecting on your classroom teaching before the experience, what strategies or approaches will you incorporate based on your learnings?
- b. How do you plan to implement this knowledge into your curriculum?

4. Curriculum Enhancements

- a. What new topics or concepts did you identify as potential additions to your curriculum?

- b. How will you integrate these into your teaching materials?

5. Further Research and Development

- a. Considering areas needing curriculum development identified during your experience, how do you plan to research or explore these topics further?

6. Challenges and Solutions

- a. What challenges or obstacles did you encounter during job shadowing?
- b. How will you overcome these challenges while integrating your learnings into the classroom?

7. Student Engagement

- a. What examples or experiences from job shadowing will be most valuable in engaging and inspiring your students?
- b. How do you plan to share these stories or insights?

8. Measuring Impact

- a. How will you evaluate the impact of this experience on your teaching and student learning?
- b. What assessment methods or metrics will you use?

9. Networking and Collaboration

- a. What opportunities for collaboration or networking did the experience provide?
- b. How do you plan to leverage these connections for professional growth and student opportunities?

Additional Requirements

Attach Completed Timesheet: A signed timesheet from your host company's point of contact is required to verify completion of the 80-hour experience. Use the template provided by NITIC for tracking hours.

Webinar Participation: Participants may be asked to share their experience during a NITIC network webinar to help other faculty learn from your insights.

Submission Deadline: Reports and timesheets are due by **September 30, 2026**. Submission of both documents is required before stipend payment can be processed.

Appendix G: Timesheet Template

SAMPLE – NITIC will provide the official form once selected

Participant Name:

Host Company:

Date	Time	Hours	Activity Description

Company Representative Signature: _____

Date: _____

Faculty Signature: _____

Date: _____