

GUIDELINES FOR GRANTING CREDIT FOR WORK EXPERIENCE AND INTERNSHIP COURSES

The guidelines below pertain to work experience and internship courses in which the student's experience is gained primarily at an off-campus site and the principal burden and responsibility for the on-going supervision falls upon agency or business personnel rather than upon the faculty. These guidelines will serve as a basis for judging the acceptability of such courses in the University curriculum and for establishing standards of accountability in terms of student time commitment, faculty workload and units awarded. Elements of these guidelines will also be applicable to other types of off-campus and non-traditional courses.

- I. A work experience or internship course will consist of the following components:
 - A. Learning Objectives. There must be a defined set of learning objectives or competencies which can better be achieved at the off-campus site than in on-campus courses. The objectives should be as specifically defined as possible and should be (1) related to the broader objectives of the student's major, (2) individualized where possible with respect to the student's academic and career goals, and (3) realistic in terms of the student's capability, his prior experience and time available.
 - B. On-site Experience. The student experience may involve direct observation and participation in the activities of the agency. It must lead to the stated objectives through (1) acquisition of new knowledge and skills, (2) improving the level of skills, and (3) relating of theory to practice.
 - C. Supervision by faculty through (1) on-site visitations to determine the quality of experience offered at the agency and to verify the student's progress, and (2) scheduled conferences on campus with the student to obtain an assessment of progress and to provide assistance and counsel.

Agency personnel will provide continuing and close supervision to assist the student in achieving work experience and/or internship objectives and to keep the necessary records which will be used in the evaluation of the student.
 - D. Evaluation of student in terms of his success in achieving the stated objectives and which may be based upon (a) scheduled conferences between the faculty supervisor and student, (b) written evaluations by the agency personnel giving judgment on the achievement of objectives and quality of student performance, (c) a student produced product such as a paper, report, research project, enumeration of experiences or log of daily activities, (d) a student self-evaluation regarding objective attainment, and, if appropriate, (e) a performance test or demonstration of acquired skills.

Evaluation of the agency by the faculty supervisor and the -student terms of its appropriateness as a site for off-campus experiences.

E. Documentation (Portfolio)

A permanent record of the enrollment will be maintained in the school or department office which can serve at a future date to verify the experiences for purposes of accreditation, letters of recommendation, etc. The documentation should include (1) the "memorandum of understanding" (see below); (2) evaluation records or forms completed by the faculty supervisor, student and agency supervisor of student performance; (3) grade and credit awarded student; (4) record of number of conferences, seminars, and on-site visitations by the supervisor; (5) course prerequisites and/or prior experience required of student; (6) evaluation of the agency as a site for off-campus learning.

- II. A written "memorandum of understanding" must be developed for each student enrollment and must be agreed to by the agency supervisor, the faculty supervisor and the student prior to formal registration in the work experience or internship course. This memorandum must contain a statement of objectives to be achieved by the student, the hours, work schedule and conferences required of the student, the units to be earned, and the nature of any product or project required of the student.
- III. Placement of students for off-campus experience should be sufficiently close to the University so that it lends itself to a reasonable level of faculty supervision. (See Article VIII)
 - A. A reasonable level of faculty supervision is a minimum of (1) 3-4 visitations to the place of experience during the semester, (2) 3-4 on-campus conferences between faculty supervisor and the student.

If a sufficient number of students are enrolled, seminars or group meetings may be substituted for some, but not all, of the individual conferences.
- IV. For every unit of credit, a total of 45-60 hours of involvement with the course by the student is required (3-4 hours/week for each unit). Travel to and from the off-campus site is not a part of this time commitment.
- V. All work experience and internships will be graded on a credit/no-credit basis.
- VI. A maximum of 12 units earned in work experience and internships may be applied towards the baccalaureate degree.
 - A. No more than 6 units taken prior to junior standing will be accepted towards the degree.
 - B. No more than 6 of the maximum of 12 may be for prior work experience.
 - C. The major department will determine the applicability to the major of work experience, internships, transfer and prior credit.

- D. Courses should be offered for variable units (1-12) and could be repeated to a maximum of 12 units.
 - E. Exceptions to the above limitations on maximum units applicable to the baccalaureate degree may be made with the approval of the Vice President for Academic Affairs based upon special academic justification or program needs.
- VII. A repeat enrollment in a work experience or internship course will require a new "memorandum of understanding" including a new statement of objectives which clearly indicates how the objectives for the second enrollment differ from those of the first.
- VIII. Deviations from these guidelines will not be recognized other than under Section III. Such deviation must be justified in writing and must be approved by the chairpersons and/or school deans.