

EXPERIENTIAL EDUCATION REQUIREMENTS

Experiential Education courses allow students to connect what they have learned in the classroom to external experiences, such as internships (paid or unpaid), research opportunities, service learning projects, or study abroad. Through these experiences students gain deeper understanding and develop field-related competencies. They are able to explore possible future careers and lifestyles while considering local and global options, discover and understand other cultures, reflect upon personal and professional development, and relate their experience to life after Monmouth.

Examples of ways a student could complete the ExEd requirement include the following:

- Internships (including practicums, fieldwork, and student teaching)
- Service Learning
- Research
- Study Abroad
- ExEd designated courses

Students who wish to learn more about Experiential Education and explore career and service learning opportunities, potential courses, and placement options in each academic discipline are encouraged to visit the program's Web site. Experiential Education courses are listed in the Catalog, designated with course type "ExEd", in the "Registration" section of WebAdvisor for students under "Sections Offered by Term (Search for Classes), and on the program's interactive Web site (<http://www.monmouth.edu/exed/>).

Students must consult their faculty advisors to learn more about the specific ways in which the ExEd requirement is completed in their respective disciplines, to plan for meaningful work and service experiences that are relevant to their personal and career goals, and to follow the process for applying for ExEd credit. When students plan for an internship practicum, service learning, or corporate project they must complete fifty (50) hours for every one credit of experiential course work.

Beyond satisfying the ExEd requirement, students are encouraged to explore additional experiential learning opportunities that foster critical thinking and that emphasize the application of real-world knowledge and skills.

Nontraditional students who have returned to school after gaining experience in the work world should inquire about the **Experiential Education Portfolio Policy**. Work experience that can be documented (including military service) can serve as credit for the ExEd requirement.

To further explore internship and service learning opportunities, students should contact Career Services, located in the lower level of the Rebecca Stafford Student Center.

To learn more about Study Abroad, students should contact the Global Education Office, located in Room 29 of the Rebecca Stafford Student Center.

Experiential Education Portfolio Policy

The portfolio process was designed for the nontraditional student who has returned to school after experience in the work world that can be documented (including military service) and serve as credit for the

experiential education requirement within his or her major. Students who wish to submit a portfolio package for consideration in fulfillment of the Experiential Education general education requirement must produce a body of official documentation, which is outlined below.

1. The departmental chairperson should initiate a memo to which all copies of the documentation from the student are attached. Chairs should indicate their agreement or reservations for approval and then forward the package to the chair of the Experiential Education Committee. The documentation must include:
 - a. resume;
 - b. a minimum 3-5-page academic piece, such as a short research paper or reflection journal on past learning activities, if the student did not carry out the internship/service learning activity for academic credit or under faculty supervision (from any post-secondary institution);
 - c. academic transcript;
 - d. company/organization letters that verify work experience for which the student is trying to get credit;
 - e. brief statement that outlines the time frame, circumstances, and manner under which the experience occurred;
 - f. Individual departments have the option to add additional requirements to this procedure.
2. After receiving and assessing such work, the chair will send the Dean's Office the completed academic piece and the student's portfolio; the Dean's Office will then forward this information to the Experiential Education Committee for final approval. After all of the appropriate signatures have been obtained, the memo will then be forwarded to the Registrar for appropriate accreditation.

Students must demonstrate through a detailed dossier a substantial background of career or community service experience related to their chosen program of study. While each department will determine the guidelines for portfolio experience, it is recommended that students have engaged in a particular career or community service activity for at least four consecutive years.

All portfolio dossiers must be reviewed and receive initial approval by the department chairperson and school dean before they are forwarded to the chair of the Experiential Education Committee.

Students cannot exercise the portfolio option if the department of their chosen academic studies requires certain Experiential Education courses as part of their major.

Experiential Education Travel Class Policy

A travel class is defined as any trip taken with a faculty member to be exposed to learning opportunities out of the classroom.

Faculty may request that a travel class be considered as an experiential education class if the course meets the following guidelines:

1. Students will engage in a learning project, prearranged with a supervisor at the destination (not the faculty member) for a minimum of fifty (50) hours/one (1) credit.
2. Students will produce a daily log, reflective essay, and an external evaluation from their supervisor while at the destination.
3. The course will comply with all other Experiential Education requirements regarding percentage of assignments and number of hours, etc.

4. If faculty offers the class for some students as Experiential Education and some without Experiential Education credit, classes can be cross-listed as such on a case-by-case basis.