

## Experience Program Registration Form and Contract

To be eligible to register for the *Experience Program*, students must have earned a minimum of 30 cumulative credit hours and a GPA of 2.0 or higher. Please note that the normal maximum course load per semester is 18 credits (including the credits attempted through this Experience.) In order to register for more than 18 credits, a course overload form must be completed and submitted to the Office of the University Registrar. Experience credits can be earned in any non-business discipline. Students wishing to earn business credit through internship should contact the Charlton College of Business. Please check with your academic advisor before submitting this registration form to determine your academic status and to further discuss the proposed Experience. Experience contracts are due by the 4th week of the semester.

Title of Experience _____	Semester/Yr of Enrollment _____	# Credits _____
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Last Name	First Name	Middle	Student ID#
Street	Apt No.		Email address
City	State	Zip	Phone

### Qualifications for Program

Major	Total Cumulative Credits Earned to Date	Total Credits Earned to date through Experience Learning	Cumulative GPA
Credits enrolled this semester prior to Experience			

### UMD Sponsorship of Experience

Sponsoring Department (Non-Business Only)	Faculty Sponsor (Please print.)	UMD Extension Number
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### Sponsoring Agency/Supervisor Information

Name of Outside Agency (Or UMD Department)	Agency Supervisor (Please print.)	Supervisor email
Street	Apt No.	Supervisor Phone
City	State	Zip

I have read the Experience Program Policy Statement and Role Statement and I understand the terms and conditions as stated:

Student	Date		
College Use Only: Dean or Designee	Registrar/Enrollment Services Use only		
<b>Date accepted:</b>	<b>Initial:</b>	<b>Date registered:</b>	<b>Initial:</b>
<b>Date to Registrar/ES:</b>	<b>Initial:</b>	<b>Course prefix, number--section:</b>	

**UMass Dartmouth Experience Program  
Contract**

*(Please print clearly or type.)*

**Title of Experience/Contract:**

**Description of Experience:**

**Learning Objectives:**

**Assessment and Final Paper:**

**Supervision:**

**Credit(s):**

**SIGNATURES:**

**Student:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Outside Supervisor:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Faculty Sponsor:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Sponsoring Department Chairperson:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student's Major Chairperson:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student's College Dean or Designee** \_\_\_\_\_ **Date** \_\_\_\_\_

A Dean's signature is required only if total credits earned through experiential learning/internship throughout the academic career exceed six [6].)

## University of Massachusetts Dartmouth Experience Program Policy Statement

1. Definition: The Experience Program enables students to earn academic credit for experiential learning projects formulated with the advice and consent of faculty.
2. The Program is open to degree candidates, generally juniors or seniors. Students who have not attained at least junior status, but can establish their capability for a proposed project, may participate in the program. The Experience Program is not available to students on academic probation, unless approved by their college dean.
3. The formal written proposal shall contain an outline of the project to be pursued and a statement of the credit hours to be awarded to the student upon the successful completion of the proposed project. The contract must be approved by the supervisor at the outside agency concerned, a faculty sponsor, the Chairperson of the sponsoring academic department, and the Chairperson of the student's major.
4. The Chairperson of the student's major department shall decide in advance if the proposed credits will be applied to the fulfillment of the major. Credits may not be used to fulfill distribution requirements. If credits are not applied to the student's major, they will be counted as free-elective credits. Credits are not eligible to be included in the 30 credits of advanced or specialized courses (300- level or higher) required for graduation.
5. For every Experience there shall be at least three meetings of the student and both persons involved in the evaluation of the student's performance (the faculty sponsor and the agency supervisor). The first meeting will be at the beginning of the project to develop the conditions for learning and evaluation. The second meeting will be held before the last day that the "W" grade may be awarded. The third meeting will be held at the end of the contract period to evaluate the results.
6. The assessment of the student's achievement shall be the responsibility of the faculty sponsor who shall consult with the student's immediate supervisor(s) from the outside agency. The evaluation shall be on a credit/no credit basis for the number of credit hours specified in the contract. The title of the contract shall be noted on the student's transcript. In order to receive credit for a contract, the student must submit to the faculty sponsor a written statement of the contract's results. Such a document, whose nature is to be determined by the sponsoring faculty member, might, for example, include the following: (a) how objectives were met, (b) how personal improvement was stimulated, (c) how the Experience related to the student's academic experience, and (d) how the Experience could be improved for students who pursue similar projects in the future.
7. Forty-five hours of work should be performed per credit hour earned. Typically, a three-credit experience requires nine hours of work per week (135 total hours throughout the semester), as approved by the faculty sponsor. Projects proposing to earn greater than three credit hours should be reviewed carefully.
8. A student may take up to 1/8 of UMD graduation credits, but no more than 15 credits, under the Experience Program. If a student takes more than 6 credits under this program, s/he must first secure permission from the Dean of his/her college.
9. Credits are considered part of the normal student credit load and are subject to University policy with regard to credit hour limitations. During the add/drop period, students may drop their registration in the Program. Up to five weeks into the semester, students may increase the credit hours attempted per their contract, subject to the same approval procedures as the original proposal.
10. Supervision of students doing projects under the Experience Program shall in all cases exclude individuals who are undergraduate degree candidates at UMD. Offices and departments within the University may act as outside agencies, but faculty sponsors and sponsoring department Chairpersons may not function as supervisors of projects.
11. **Summer Tuition and Fees**-The summer Experience Program is part of the division of Professional and Continuing Education (PCE). Summer enrollment in the Program will not be covered by fall or spring tuition and fees; any financial aid a student may have received for fall or spring will not apply. Estimated costs are available on-line via [umassd.edu/pce](http://umassd.edu/pce). Any inquiries regarding applicable charges should be directed to the UMD Enrollment Services Center.

**University of Massachusetts Dartmouth**  
**Experience Program**  
**Statement of Roles**

**Program Goals and Skills for Students**

- a. to apply theory to actual working situations
- b. to gain knowledge by performing tasks related to academic disciplines
- c. to synthesize knowledge from a variety of sources
- d. to gain a greater degree of self-direction in the learning process
- e. to test a tentative career choice

**Role of Student**

The Experience Program is an individualized learning program, which requires students to assume a major and active role in the process. Students obtain a placement and a faculty sponsor, arrange for the required meetings and write the contract.

**Role of Faculty Sponsor**

The faculty sponsor must approve the proposed experience and determine the number of credits to be awarded. The contract must involve an experiential learning situation, which is worthy of academic credit, i.e.: professional work related to an academic discipline. The number of credits should be based upon the course-equivalent knowledge to be gained by the student. The faculty sponsor is required to meet with the student and outside agency supervisor at least three times during the semester. (See Policy Statement, Item 5.) If these meetings are not possible, then three-party telephone conferences will satisfy this requirement.

**Role of Sponsoring Department Chairperson**

The Chairperson certifies that sponsorship properly belongs within the department and that the Experience is worthy of the number of credits attempted per the contract.

**Role of Student's College Dean**

In cases where the student wishes to earn more than a total of six credits through internship/experiential learning throughout his/her academic career at the University, the student's college Dean must approve the proposed Experience contract.

**Role of Outside Company/Agency**

The company/agency must provide the student with a professional-level learning experience and appropriate Supervision. The supervisor must discuss the progress of the student with the faculty sponsor at least three times during the semester. There is no obligation to pay students during the contract period or to hire them at a later date. Companies/Agencies may accept or reject any student who is referred to them by the University.

**Role of the Career Development Center**

CDC staff members provide the students with program information, a direction sheet, registration form and outside agency information. They maintain and publish outside agency opportunities and assist students with the selection of an agency. They check contracts for completeness and process contracts for registration.

# UMass Dartmouth Experience Program

## Sample Contract

**Title of Experience/Contract:** Counselor Aide

**Description of Experience:** The learning experience will involve working as a Counselor Aide in the Guidance Office of Diploma School in Sometown. The office provides educational, career, and social-personal counseling for tenth, eleventh, and twelfth-grade students on both an individual and group basis. The office also provides testing and placement services for pupils. It is staffed by a Director, Ms. Empathy, and six certified counselors.

My duties will consist of assisting the tenth-grade counselor with the career counseling program. I will counsel ten pupils on a one-to-one basis in the area of self-assessment in order to identify their interests, values, and abilities. The sessions will include the administering and interpreting of the Strong-Campbell Interest Inventory. I will also help these students with the exploration of various careers. Each pupil will be seen at least five times during the semester.

In addition to individual counseling, I will assist the tenth-grade counselor with the presentation of life planning workshops to be held for two, five week sessions attended by thirty pupils. My responsibility will be to lead small group discussions of the various stages of the life planning process.

**Objectives:** Through this experience, I intend: (1) to apply the theory of counseling which is comfortable and effective, (2) to gain insight into the thinking of adolescents, (3) to learn how to communicate effectively with my counselees, (4) to gain skill as a group facilitator, (5) to obtain experience in interpreting test results, and (6) to motivate pupils to give careful consideration to career decision making.

**Supervision:** My supervisor will be Mr. Able Listener who has a Master's Degree in counseling. I will meet with him prior to each individual and group session to discuss content and process. Meetings will also be held after each session to discuss my performance. Approximately one hour per week will be devoted to these meetings. The school is located at 666 Education Lane in Sometown. The telephone number is 123-456-7890.

**Evaluation and Final Paper:** Professor Intellect will be my faculty sponsor. I will schedule three meetings with my supervisor and sponsor for the purpose of discussing my learning experience. At the final meeting at the end of the semester, the supervisor's written evaluation of my performance will be discussed. I will also submit a tape recording of one of my counseling sessions to Professor Intellect for his review. He will make the final determination as to whether the objectives listed above have been met. Evaluation of objectives 3, 4, 5, and 6 will be based upon my answers to questions posed at the final meeting and upon a review of a paper written by me outlining the meeting of these objectives.

**Credit(s):** The contract is for three credits and will be used as an elective within my major. I will work from Noon to 3:30 PM every Tuesday and Thursday, for a total of 135 hours throughout the semester.

### SIGNATURES:

<b>Student:</b> _____	<b>Date</b> _____
<b>Outside Supervisor:</b> _____	<b>Date</b> _____
<b>Faculty Sponsor:</b> _____	<b>Date</b> _____
<b>Sponsoring Department Chairperson:</b> _____	<b>Date</b> _____
<b>Student's Major Chairperson:</b> _____	<b>Date</b> _____
<b>Student's College Dean</b> _____	<b>Date</b> _____

A Dean's signature is required only if total credits earned through experiential learning/internship throughout the academic career exceed six [6].)