UMass | Dartmouth
Career Center

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 faculty sponsor 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**_____

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

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

Faculty Sponsor (or Dean/designee if applicable)		Registrar/Enrollment Services Use only	
Date accepted:	**Initial:**	**Date registered:**	**Initial:**
Date to Registrar/ES:	**Initial:**	**Course prefix, number-–section:**	

UMass Dartmouth Experience Program Registration Form and Contract
Section II–Responsibilities of the Program

Responsibilities of the Student

- Obtain a placement and a faculty sponsor.
- Complete the Experience Program Registration Form and Contract and acquire all required signatures.
- Agree upon a work schedule with the supervisor and faculty sponsor.
- Work toward achieving your proposed learning objectives throughout the semester.
- Meet with the workplace supervisor and with the faculty sponsor at least three times during the semester to discuss your progress toward achieving your learning objectives.
- Under the direction of the faculty sponsor, create and submit a final written statement of your contract's results.

Signature of Student _____ Date _____

Responsibilities of the Supervisor

- Provide the student with a professional-level learning experience and appropriate supervision.
- Meet with the student at least three times during the semester to discuss the student's progress toward achieving the proposed learning objectives.
- Discuss the student's progress toward achieving the proposed learning objectives with the faculty sponsor at least three times during the semester.

Signature of Supervisor _____ Date _____

Responsibilities of the Faculty Sponsor

- Read the Experience Program Policy Statement and be familiar with the policies and procedures outlining the Program.
- Assure that the contract involves an experiential learning situation worthy of academic credit, i.e. professional work related to an academic discipline.
- Approve the proposed Experience and determine the number of credits to be awarded. The number of credits should be based upon the course-equivalent knowledge to be gained by the student.
- Determine whether the contract will require the signature of a Dean or designee.
- Meet with the student at least three times during the semester for the purposes of review and assessment:
    1) At the beginning of the Experience to develop the conditions for learning and evaluation.
    2) At mid-semester (mid-term assessment)
    3) At the end of the contract period to evaluate the results and determine the grade (credit/no credit)
- Discuss the student's progress toward achieving the proposed learning objectives with the workplace supervisor at least three times during the semester.
- Assess the student's final achievement on a credit/no-credit basis for the number of hours specified in the contract.

Signature of Faculty Sponsor _____ Date _____

UMass Dartmouth Experience Program
Section III–Contract

(Please print clearly or type.)

Title of Experience/Contract:

Description of Experience:

Learning Objectives:

UMass Dartmouth Experience Program
Section III–Contract

(Please print clearly or type.)

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** _____

Student's College Dean (if required):

_____

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 and academic dean.

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, and the Chairperson of the sponsoring academic department, 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.** The remaining hours typically are spent on additional related off-site work. Projects proposing to earn greater than three credit hours should be scrutinized carefully.

   Typical *on-site* **hours worked per week: 3 credits = 126 hours 2 credits = 84 hours 1 credit=42 hours**

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 University Extension division. 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/extension. Any inquiries regarding applicable charges should be directed to the UMD Enrollment Services Center.

University of Massachusetts Dartmouth – Career Development Center

Experience Program

Statement of Roles

Program Goals 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, a registration form and outside agency information. They maintain and publish outside agency opportunities and assist students with the selection of an agency.