

MUSKINGUM

U N I V E R S I T Y

Career Field Experience

Office of the Registrar

Student # _____ Name _____

Local Address _____

Course number – IDIS 250

of semester hours requested (1-2) _____ for (semester or summer) _____ (year) _____

Number of work hours proposed _____ Dates of proposed work _____

Title of proposal:

Note: Please attach a copy of written proposal.

Signatures

Approve

Deny

Date

Student _____

Supervising

Professor _____

Dept Chair of Supervising

Professor _____

Academic

Advisor _____

On-Site

Supervisor _____

Provost _____

Registrar _____

OFFICE USE ONLY: Course Number: IDIS 250 _____ (section)

CAREER FIELD EXPERIENCE

IDIS 250: Career Field Experience, is an opportunity for students to become actively involved in experiences beyond the college campus. These experiences are supplements to, not substitutes for, the regular curriculum. Regulations regarding career field experiences are intended to ensure (1) only those students with the ability and desire to link academic and practical experiences are eligible, and (2) that career field experience meets rigorous standards on both the practical and academic level.

Departments have primary responsibility for the supervision of career field experiences. All career field experiences must meet the same minimum standards and be approved by the department chair and supervising professor prior to the beginning of the experience. Each proposal must be approved by the department involved. To be eligible for a career field experience, a student must be in good academic standing and have earned 28 credit hours. A minimum of 40 work hours combined with readings and written projects or papers are required for each semester hour of credit. Career field experiences are graded S/U only.

Students may apply a maximum of 4 semester hours for all career filed experiences. A maximum of 4 hours may be earned in any one semester of summer session. These hours may be included as part of the normal semester load, but may affect the decision to allow a course overload. All hours earned through career field experiences are included when the number of hours within a department are computed.

To propose a career field experience, a student must submit a completed and signed proposal form (obtained from the Provost office) with a written proposal that includes: (1) the purpose of the career field experience; (2) when and where the career field experience will take place; (3) the amount and type of work to be done; (4) the methods by which the career field experience will be evaluated; (5) a bibliography of readings to be done in conjunction with the career field experience; (6) a description of the paper or project to be submitted for evaluation. The original will be kept in the student's academic file in the Registrar's Office, with copies going to the student, the supervising professor, the on-site supervisor, and the department chair.