

Indiana Tech Experiential Education Program

Definitions and Terminology

Experiential Education- as defined in the *Council for the Advancement of Standards in Higher Education (CAS) Internship Standards* as “where students engage in planned, educationally related work and learning experiences that integrate knowledge and theory with practical application and skill development in a professional setting.” This includes internships, field experiences, and other applied courses with the emphasis that the student is in a professional setting. Credit-based experiential learning coursework allows students to earn academic credit for work experiences performed on or off-campus in a professional setting. This is to be differentiated from faculty lead in-class projects or other project-based learning coursework.

MOU- Memorandum of Understanding required by some companies/organizations to be able to host students at their site. The MOU process must be completed *prior* to the student starting work at the company/organization.

Internship Registration and Agreement Form- Required by students who are seeking experiential education for academic credit. This form is an agreement between the student, employer, faculty mentor and program chair, in which each party will agree to the terms and conditions of the experiential education.

Pre-Internship Seminar- Designed for students preparing for an academic credit or non-academic credit internship experience. Subjects covered include self-assessment of career objectives and internship goals; exploration of resources and techniques for finding and evaluating potential internships; resume and cover letter writing; interview techniques; techniques to maximize learning in an internship; experience recordkeeping; and communication, conflict resolution and problem solving in the organizational setting. Also covered will be professional dress, workplace ethics, and appropriate behavior.

Internship Coordinator- Career Center staff that serves as liaison between academics, career center, financial services, and registrar.

Student- Individual entering the experiential education opportunity to receive academic credit and is responsible for meeting all requirements.

Employer/Site Supervisor- Representative from the company/organization that will provide direct supervision to the student at the site where the experiential education is taking place.

Program Chairperson- Individual within each college that will determine the academic standards for experiential education. Could be the Dean, Associate Dean, or a faculty member otherwise assigned by the Dean or Associate Dean.

Faculty Mentor- Individual that will oversee the coursework, assignments, and academic learning objectives of the experiential learning through practicum, student teaching, field experience, part-time position, seasonal work, or specified internship for academic credit.