

## 491 Professional Field Experience Contract Form for B&E students

**Minimum Requirements:** *Prior to being eligible for Professional Field Experience Credit* the student must:

- Have been admitted into a major in the College of Business & Economics
- Have completed a *minimum of fifteen (15) credit hours* of B&E upper division (300-400 level) course work
- Be in good Academic Standing according to one's major requirements
- ✓ Fill out and submit this form through the Center for Career Development and provide a copy to the faculty sponsor and Department Chair.

**Semester:**  Fall  Spring  Summer 20 \_\_\_\_ **Major:** \_\_\_\_\_ **Rank:**  Junior  Senior

STUDENT INFORMATION	PROFESSIONAL FIELD EXPERIENCE INFORMATION
Student Name _____	Organization _____
Perm. Address _____	Supervisor _____ Title _____
City _____ St _____ Zip _____	Phone _____ Email _____
Phone _____ Student ID # _____	Address _____
Email _____	City _____ St _____ Zip _____
Faculty Supervisor _____	Dates: _____ To _____ Paid? <input type="checkbox"/> Yes <input type="checkbox"/> No \$ _____ / hr

**An official copy of the job description must be attached to this form.**

<b>How does your professional field experience relate to your major field of study and/or support your career objective?</b>

**Credit hours:**  1  2  3 (Discretion of faculty supervisor)

### 491 Course Requirements:

1. Complete 50 hours of actual work activities for the employer per credit hour.
2. Complete a Daily Job Log and submit it weekly to your faculty sponsor and the Internship Coordinator.
3. Submit a "Written Paper" consistent with the number of credit hours being awarded (10 pages per credit hour). Due date is specified by the faculty sponsor.
4. Consult with faculty sponsor for specific "Written Paper" assignment (e.g., reflective, research, applied, etc.) and the grading rubric.
5. Additional requirements may be agreed upon with the discretion of the faculty sponsor.

**NOTE: Retroactive withdrawal from a Professional Field Experience course is not permitted.**

**Noncompliance with any of the requirements above or voluntary or involuntary separation from a Professional Field Experience after the University withdrawal deadline will result in an Automatic Failing Grade in the course.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Internship Coordinator \_\_\_\_\_ Date \_\_\_\_\_