

UNDERGRADUATE PROFESSIONAL FIELD EXPERIENCE Registration Process for B&E Students

ELIGIBILITY: Experiential Learning Placement ELP (for-credit professional field experience only)

Minimum Requirements Prior to being eligible for professional field experience credit, a student must:

- ✓ Have been admitted into a major in the College of Business & Economics
- ✓ Have completed **a minimum of fifteen (15) credit hours** of Business and Economics upper division (300-400 level) course work
- ✓ Be in good Academic Standing according to one's major requirements

PROCEDURES: (for-credit professional field experience)

- Obtain a professional field experience position within your field of study. **Qualifying employment:** The nature of the professional field experience position must be of a type and level of employment that you might seek as a graduate of the College of Business and Economics. It must be managerial or professional in nature or at least equivalent to that which a "trainee" might assume upon accepting full-time employment with the organization.
- Contact the Internship Coordinator in the Center for Career Development to obtain sponsorship with an appropriate faculty member in the College of Business and Economics.

COMPLETE AND SUBMIT "EXPERIENTIAL LEARNING INFORMATION" PLACEMENT CONTRACT:

MountaineerTRAK; [left-hand menu] >My Account >Exp. Learning > Add New

- Indicate approved faculty sponsor, employer and the position. Intern candidate must get verbal approval from faculty sponsor.
- If internship was posted to MountaineerTRAK it will be displayed in a dropdown box. If not, attach an official position description in Word or PDF format.
- Indicate *Objectives* for the internship including the topic, project or presentation agreed upon for final paper.
- Submit completed form for review and approval by Internship Coordinator and Faculty Sponsor. Note: you will be required to complete additional forms throughout your internship experience.
- Placement Contracts will be accepted through the fourth week of classes for the semester in which you would like to receive credit.

REQUIRED FORMS:

- Weekly Journal.** Document, Record and Submit, Hours and Activities. Log must be completed and emailed on a weekly basis to your faculty sponsor and the internship coordinator. When you are notified to register for the 491 field experience, you also will receive an excel journal template to document your experiences.
- Program Evaluation and Self Evaluation Forms.** Due at the end of the professional field experience. Grades will not be awarded until final evaluation forms are approved. *MountaineerTRAK >My Account >Exp. Learning > (Viewable as links under approved Experience)*

491 COURSE REQUIREMENTS:

- Complete a minimum of 50 hours of actual work activities for the employer per credit hour.
- Maintain a weekly log of activities and accomplishments documenting work.
- Written paper consistent with the number of credit hours being awarded (10 pages per 1 hour of credit) must be submitted upon completion of the professional field experience. The specific type of written paper (e.g., reflective, research, applied, etc.) is determined by the faculty sponsor. Due date is specified by the faculty sponsor.
- Additional* requirements may be agreed upon with the discretion of the Faculty Sponsor. Please check with your assigned faculty sponsor to confirm what is expected for successful completion of the course.

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.