

Experiential Education Student Guide

What is Experiential Education?

ExEd is a General Education requirement for all undergraduate students at Monmouth University. Students must register for and complete a course with an external component. There are several types of ExEd courses:

Class Projects: An assignment in a course that requires students to complete a project outside the classroom in conjunction with a business, governmental, or non-profit agency.

Cooperative Education: Work in an academically/career relevant position under the direction of a faculty member (sponsor). These positions are usually paid.

Internships: Placements that help develop career/academically relevant skills in a business, governmental or non-profit agency setting under the direction of a faculty member either individually or in a class.

Service Learning: Academic learning that takes place in a community setting.

Study Abroad: A semester or summer program in London, Sydney, or Madrid or an international experience approved by the University.



PLEASE NOTE

An academic component is part of the ExEd requirement. This means that you must enroll in the appropriate academic course for each option. All of these courses are subject to the University tuition structure.

Thus, if you enroll in the summer or if you exceed the 18 credit flat rate tuition in fall or spring you will pay additional tuition.

Things You Must Know and Do:

1. Visit the ExEd website at:
<http://www.monmouth.edu/academics/lcac/exed.asp>
2. Print out opportunities you are interested in.
3. Register for the course during the semester you participate in the field component.
4. For a co-op, internship or service learning placement, secure and work with a faculty sponsor. (Your CAP or the LCAC can help you find a sponsor.)
5. Have your field component approved by your Department Chair and Dean of the School. (Your CAP or the LCAC can help you find a placement.)
6. Complete the appropriate forms, obtain all signatures and submit the forms to the Registrar in order to be registered for a co-op, service learning or internship that is not part of an internship course.
7. Complete the required field hours and all the academic work including learning objectives and final paper.
8. Complete an ExEd course in order to graduate.

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Frequently Asked Questions

Are all Monmouth University students required to take part in Experiential Education?

Any undergraduate student who matriculated during the fall 1997 semester or later is required to complete some type of Experiential Education requirement.

Do all majors take the same kinds of courses to fulfill the Experiential Education requirement?

No. Courses that fulfill the Experiential Education requirement may vary from major to major. For example, Education students can fulfill their ExEd requirement through student teaching. Please check the academic requirements for your major on your curriculum chart and with your advisor.

How do I know if a co-op, internship, or ExEd course is best for me?

First, you should check your curriculum requirements for your major to determine whether a specific ExEd experience has been incorporated into the major. The best place to check this is with your CAP (Career Advisor and Planner) or academic advisor within your department.

What if I change majors?

Again, your new department may have specific requirements, or you may find you have more flexibility. See your CAP or academic advisor.

How can I guarantee that the experience I select will count?

By working with your CAP or advisor, you will be guided towards the best experience for your major and career goals. In addition, you must register for your ExEd requirement in order for it to count toward your degree. He/she can help you fill out the appropriate paperwork.

I've heard that some students have actually obtained paid jobs for their Experiential Education experience, while others have taken unpaid positions or courses on campus. Why are there so many different options?

The opportunities available for ExEd depend greatly on the major or area of study. Some industries are currently offering paid positions due to the economy, while others have historically trained students through unpaid positions. Other majors have developed courses which can help bring projects or problems into the classroom.

I've heard that I will need a resume, cover letter, and help preparing for interviews. I have no idea where to begin. Where can I get help?

See the Preparing section of the ExEd website. The LCAC also has workshops and counselors available to help you. Your CAP or professors may also be helpful since they may know the discipline better than the LCAC staff might.

I've been doing volunteer work and it seems like Experiential Education to me. Why doesn't it count?

Only approved service learning projects carried out under the supervision of a faculty member as part of a course may qualify for the Experiential Education requirement. Please see your CAP for specific information.



A co-op is a paid work experience...



...while service learning is an unpaid experience in the community.

"Service Learning helped me grow as a person. I felt that I learned just as much from the people I worked with as they learned from me".
—Aimee Edmunds,
Class of '98

How to prepare

1. Visit the ExEd website (<http://www.monmouth.edu/academics/lcac/exed.asp>).
2. Use SIGI and COPS to determine interests.
3. Select the type of ExEd you'd like to pursue.
4. Shadow an employer or several companies.
5. Meet with LCAC staff (Co-op, Service Learning) or CAP (internship) to discuss options.
6. Develop a resume.
7. Use the ExEd search engine to find potential placements. (LCAC staff will assist with referrals.)

Timeline and check list

Freshman–Sophomore Years

- Choose a major
- Plan to include an ExEd course or courses before graduation
- Shadow an employer
- Check out the ExEd website (<http://www.monmouth.edu/academics/lcac/exed.asp>)
- Visit the Study Abroad office or attend a 1st step meeting if interested in Study Abroad

Sophomore—Junior Years

- Meet with LCAC staff (co-op director, service learning coordinator)
- Meet with department CAP
- Evaluate your ExEd options and make a choice
- Check out the ExEd search engine
- Prepare resume and begin search for placement
- Optimal time to study abroad

Semester before placement

- Decide on the right placement
- If Study Abroad, apply and prepare
- If Co-op, meet with Kathy Kennedy for placement
- If Service Learning, meet with Marilyn Ward for placement
- If an internship, meet with Department CAP
- Find and accept placement

Before 3rd week of placement semester

- Begin work at co-op, service learning or internship site if this is your ExEd placement
- Obtain a faculty sponsor (CAP or LCAC staff can assist with this)
- Complete all necessary forms (ExEd Application and Learning Outcomes forms are included in this Kit for your convenience)
- Obtain necessary signatures
- Make sure your forms get to the Registrar's Office

During the ExEd semester

- Meet with your faculty sponsor and complete all academic work required to receive credit



“I loved working with animals and hope to open my own doggie daycare center in the future. Co-op gave me the experience to get me started.”
-Kim Serrano, Biology Major Co-op at “Leader of the Pack”

“I know it sounds a bit corny, but the truth is that studying abroad was an absolutely life changing experience.”



“I’ll never forget it and only wish I could do it one more time.”
- Brie Skobo MU Senior
Studied in Italy and Spain

Who's Who in ExEd

Saliba Sarsar, Ph.D.— Associate Vice President for Academic Program Initiatives (Wilson 205)

Kelly Ward, Ph.D.— Faculty Director of Experiential Education (317 McAllan Hall)

Wendy Harriet, Ph.D.— Assistant Faculty Director (104 McAllan Hall)

Kathleen Kennedy, M.S. — Director, Cooperative Education (LCAC- 301 E Student Center)

Marilyn Ward, B.A.— Coordinator of Service Learning & Community Programs (LCAC 301-C Student Center)

Robyn Asaro, B.A.— Assistant Director, Study Abroad (301D Student Center)

“Faculty always believed it was important for students to get out of the ivory tower and internships give them the guidance as to how to work with people.”

- Dr. Enoch Nappen Professor of Political Science



CONGRATULATIONS YOU FOUND A PLACEMENT !

Here are the steps you need to take to get credit for a co-op, internship or a service learning experience.

1. Find a faculty sponsor. (A faculty member in your department who is willing to work with you for the semester—the LCAC staff can help you find one.)
2. Get a job description from your employer and meet with your faculty sponsor to develop a set of learning goals to be achieved during the semester. Complete the learning outcomes form and ExEd application with your sponsor. (Copies of the forms are on the web site.)
3. These forms must then be signed by the department chair, the school dean, and the Faculty Director of ExEd. If this is a co-op or service learning placement they must also be signed by the Director of Cooperative Education or the Coordinator of Service Learning.
4. The forms will then be sent to the Registrar's Office so you can get enrolled. (Check to make sure you are enrolled.) These forms must be there by the 3rd week of the semester.
5. Begin your work assignments and complete the number of hours for which you have contracted.
6. Meet with your faculty sponsor during the semester to make sure you are on track with your learning objectives and final paper.
7. You will receive a worksite evaluation in the mail to be completed and returned. You may also be visited at the site by the director of co-op, or faculty sponsor.
8. After you have completed all of your assignments and work hours, you will receive a grade—just like all academic courses.

FOR MORE INFORMATION, CONTACT THE LCAC OFFICE (732 571 3582 or 732 571 4411)