

Department of English

Experiential Education Requirement Information

For students fulfilling Ex Ed other than through Ex Ed courses:

- Consult the [Ex Ed database](#) for potential placement.
- Consult [indeed.com](#), [mediabistro.com](#), and [bookjobs.com](#) for additional opportunities.
- Meet with [Dr. Mihaela Moscaliuc](#), Career Advising Mentor, to discuss options and strategies.
- Once you secure placement, request from your employer/field supervisor a letter (on company letterhead) that provides a job description and outlines your responsibilities during the fulfillment of Experiential Education.
- Secure a faculty sponsor and meet with him/her to discuss objectives and goals and to set up a schedule for meetings, assignments, and assessment. Provide your faculty sponsor with a pdf file of the employer/field supervisor letter.
- Fill out the [Learning Objectives](#) form, e-mail it as a pdf file to the faculty sponsor, and meet with him/her to complete registration paperwork. You may register for 1-3 credits, depending on internship requirements and/or academic needs. For each credit you will need to complete 50 hours on site.
 - Note: During the Fall/Spring Semesters credits in excess of 18 will incur additional tuition; tuition for summer sessions are charged per registered credit; registration in excess of 18 credits requires approval of the Department Chair; registration in excess of 21 credits requires approval of the School Dean.
- Upon completing the Experiential Education on site, ask the employer/supervisor to complete the [Student Evaluation form](#) and send it directly to the faculty sponsor. Confirm with the faculty sponsor that she/he has received the evaluation.