



Field Experiences

1. PURPOSE

This policy establishes the expectations for Academic Field Experiences embedded in academic coursework or in alignment with an academic degree program at Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. SCOPE AND APPLICABILITY

This policy is applicable for all NPRC students.

3. REFERENCES

- 3.1 INDX-1110-01: Master Policy Index
- 3.2 CLDR-1110: Policy Review Schedule
- 3.3 INDX-1110-02: Document Naming Key
- 3.4 NPRC-3510: Credit Hour Assignment
- 3.5 NPRC-3530: Credit Requirements for Academic Programs
- 3.6 FORM-9055-01: Field Experience Record
- 3.7 FORM-9055-02: Attendance Log
- 3.8 FORM-9055-03: Field Supervisor Evaluation
- 3.9 FORM-9055-04: Student Self-Evaluation
- 3.10 FORM-9055-05: Focused Observation Journal Entry
- 3.11 PROC-9055-01: Clearance Approval for Academic Field Experiences
- 3.12 PROC-9055-02: Assignment of Academic Field Experiences
- 3.13 PROC-9055-03: Documentation of Academic Field Experiences
- 3.14 NPRC College Catalog

4. DEFINITIONS

- 4.1 Observation is a field experience in which students are observers at a local business that could hire graduates of a degree program in the for-profit, non-profit, and government sectors in urban, suburban, or rural locations as determined by the student's closest available placement in a position of interest. Students document observations using a Focused Observation journal.
- 4.2 Exploration is a field experience in which the student takes a more active role in the workplace under a qualified professional's direct supervision to complete basic tasks within a job. Students document observations using a Focused Observation journal and may complete additional required tasks in direct relation to the content of a course within their academic program.
- 4.3 Externship is an experiential learning opportunity for observation and exploration with direct relation to the content of an academic program. Sponsoring locations are local businesses and organizations that could hire graduates of a degree program and may be identified through collaboration between a student, a location supervisor, and Academic Director or the Assistant Director of Career Services.
- 4.4 Practicum is a field experience in which students observe a professional in the field who has both the knowledge and experience to provide mentorship and guidance. The student may take on entry-level tasks towards the end of the experience as permitted by the student's supervisor. Practicum earns academic credit towards an associated course with at least 60 hours in the field over an academic term and 2 hours weekly in a seminar. Students document observations using a Focused Observation journal and may complete additional required tasks in direct relation to the content of a course within their academic program.
- 4.5 Internship is a field experience in which student performs professional responsibilities and gain hands-on experience at a local business that could hire graduates of the student's degree program. Sponsoring locations are local businesses and organizations that could hire graduates of a degree program and may be identified through collaboration between a student, a location supervisor, and the NPRC Assistant Director of Career Services. An internship is the lengthiest and most involved type of academic field experience. The minimum student time engaged in internship is 150 hours per credit hour. Students document observations using a Focused Observation journal and may complete additional required tasks in direct relation to the content of a course within their academic program.
- 4.6 Pre-Apprenticeship is a program or set of services designed to prepare individuals to enter and succeed in a Registered Apprenticeship program. A pre-apprenticeship program, by definition, has a documented partnership with at least one Registered Apprenticeship program.
- 4.7 Apprenticeship is an employer-driven training model in which students are provided on-the-job learning from an experienced mentor and related classroom instruction on

the technical and academic aspects of the job. The training is rooted in industry skill standards and competencies.

5. POLICY

- 5.1 Students must obtain the appropriate clearances following PROC-9055-01: Clearance Approval for Academic Field Experiences prior to the start of a field experience.
- 5.2 The selection and approval of a field experience assignment follows PROC-9055-02: Assignment of Academic Field Experiences prior to the start of a field experience.
- 5.3 The form submission deadlines for field experiences during fall and spring academic terms are:
 1. FORM-9055-01: Field Experience Record: Week 4
 2. FORM-9055-02: Attendance Log: Weeks 8, 12, and 15
 3. FORM-9055-03: Field Supervisor Evaluation: Week 15
 4. FORM-9055-04: Student Self-Evaluation: Week 15
- 5.4 Observation and exploration field experiences assigned during summer academic term sessions will have form submission deadlines communicated to students, by the Director of Applied Studies, and the Registrar immediately following the close of registration for the session.
- 5.5 Externships may be awarded academic credit with the completion of at least 40 hours within an academic term, documentation of experiences using a Focused Observation journal, and additional required tasks determined by an appropriate Academic Director.
 - 5.5.1 Externships for which a student seeks academic credit must be approved by an appropriate Academic Director or designee prior to the placement's start.
 - 5.5.2 Externships not awarding academic credit are not required to be confined to an academic term schedule.
- 5.6 Practicum and internship field experiences may not be completed in summer academic terms without prior approval.
- 5.7 A registered pre-apprenticeship or apprenticeship program for which a student seeks academic credit must be approved by an appropriate Academic Director or designee prior to the placement's start.
- 5.8 Students in an observation, exploration, or practicum who do not complete all field experience tasks and submit the appropriate documentation will not pass the associated course.
 - 5.8.1 Under extenuating and extreme circumstances, field experience requirements may be amended for an individual student upon request by no later than Week-14 in a fall or spring academic term. A waiver excusing field

experience hours or documentation submission must be signed and agreed upon by the course instructor, the student, and an appropriate Academic Director.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 The Office of the Registrar is responsible for the oversight of the clearances procedure associated with this policy.
- 6.2 Academic Faculty are responsible for the administration of procedures and forms associated with this policy.
- 6.3 The Director of Applied Studies is responsible for the administration of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1110: Policy Review Schedule.

8. SIGNATURES

Signature on file

Chairperson, Board of Trustees

Date

Signature on file

President

Date

Revision Notes: Policy in Origination