



Academic 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-1310-01: 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. The minimum time engaged in an observation field experience is 20 hours.

- 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 FORM 9055-05: Focused Observation Journal Entry and may complete additional required tasks in direct relation to the content of a course within their academic program. The minimum time engaged in an exploration field experience is 30 hours.
- 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 Director of Student Services. Academic credit for externships is awarded based on the number of hours completed.
- 4.4 Practicum is a supervised course that requires students to apply classroom-learned theory and skills through a combination of observation and active, hands-on work in a real professional, clinical, or laboratory setting. Students are directly overseen by a qualified site supervisor and/or faculty member who provide regular feedback, evaluation, and structured reflection to ensure specific learning objectives are met.
- 4.5 Internship is a field experience in which students perform 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 appropriate Academic Director or designee. The minimum student time engaged in internship is 150 hours per credit hour. Students document observations using FORM 9055-05: Focused Observation Journal Entry 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.
- 4.8 Service-learning is an educational approach that combines academic coursework with meaningful community service to address community needs. It is distinct from

traditional volunteering because it integrates service with a structured learning environment that includes reflection to connect the experience to academic concepts and foster civic responsibility. Academic credit for service-learning is awarded based on the number of hours completed.

5. POLICY

- 5.1 If required by the academic degree program and/or intended placement site, students must obtain 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 All forms and documentation associated with a field experience are detailed within the Academic Field Experience Handbook including, but not limited to:
 - 5.3.1 FORM-9055-02: Attendance Log
 - 5.3.2 FORM-9055-03: Field Supervisor Evaluation
 - 5.3.3 FORM-9055-04: Student self-evaluation
 - 5.3.4 Externships may be awarded academic credit with the completion of at least 40 hours within an academic term, documentation of experiences using a FORM 9055-05: Focused Observation Journal Entry, and additional required tasks as determined by an appropriate Academic Director or the associated course faculty member. Externships for which a student seeks academic credit must be approved by an appropriate Academic Director or designee prior to the placement.
 - 5.3.4.1 Externships may have pre- or co-requisite requirements dictated within the Academic College Catalog.
- 5.4 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.
- 5.5 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.
 - 5.5.1 Under extenuating and extreme circumstances, field experience requirements may be amended for an individual student upon request by no later than the withdrawal deadline for the course. 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.

5.6 Service-learning experiences may be awarded academic credit with the completion of at least 40 hours within an academic term, documentation of experiences using a 9055-05: Focused Observation Journal Entry, and additional required tasks determined by an appropriate Academic Director or the associated course faculty member.

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 the policy.
- 6.3 The appropriate Academic Director with departmental oversight for field experience coursework is responsible for the administration of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1310: Policy Review Schedule.

Revision Notes: Policy in Revision