

Online Management of Experiential Learning Process and Grading



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Background

- The NC State University Animal Science Department offers two student internship credit opportunities
 - **off-campus** ANS 492, External Learning Experience and
 - **on-campus** ANS 493, Research, Teaching, or Extension Experience

Background

- In the past ten years:
 - 238 students have completed off-campus ANS 492 (622 credit hours) and
 - 428 have completed on-campus ANS 493 (1071 credit hours)



From the Form:

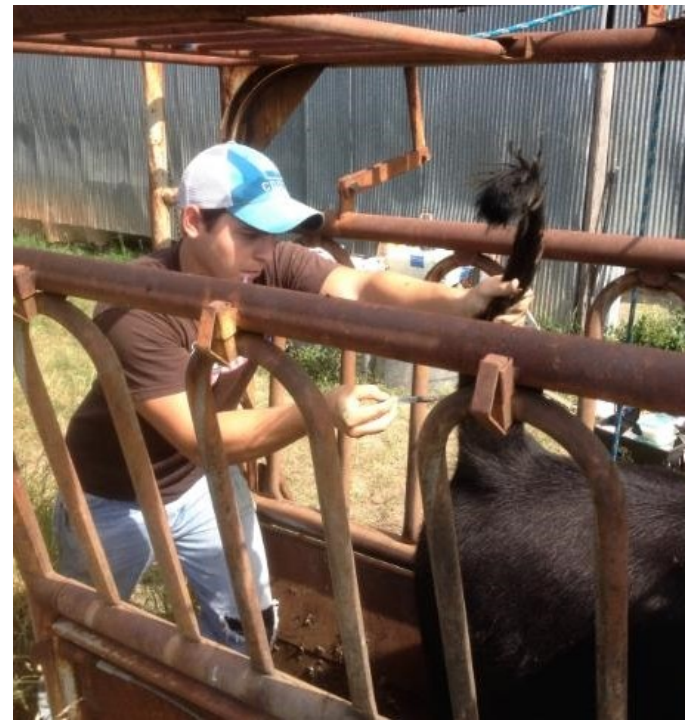
Course Objective: To provide an academic framework within which students may learn through work-related experiences, teaching, research, or extension; to apply knowledge gained from academic course work to such learning experiences.

Credits: A maximum of 3 credit hours will be allowed per activity within External Learning Experience (ANS 492) or On Campus Learning Experience (ANS 493). Students will be permitted to earn a maximum of 6 credit hours for any combination of ANS 492 and ANS 493. These credit hours will be used as free electives in meeting graduation requirements. Students completing summer internships may register for ANS 492 in fall instead of summer.

Types of Experiences:

1. ANS 493 must be used for on-campus learning experiences, which include Branch Research Stations, Extension Services (in any county), and the College of Veterinary Medicine. ANS 492 is used for off-campus learning experiences only.
2. Must be a new experience each work period. For example, a second summer experience doing essentially the same thing as a previous summer would not qualify.
3. Must relate to the student's on-campus academic program. (The student's academic advisor will verify appropriateness of work experience if the student is majoring in Animal Science; otherwise, the Animal Science Undergraduate Coordinator will verify appropriateness.)

Grading: S-U grades will be given. Grading will be based on the completeness and quality of the final report, which will be evaluated by the student's academic advisor and the Animal Science Undergraduate Coordinator.



From the Form:

Responsibility of Student Participant:

1. Student is responsible for turning in the completed and signed ANS 492/493 Memorandum of Agreement to the Animal Science Undergraduate Coordinator's office **prior to the experience**. The Undergraduate Coordinator is responsible for registering the student, and the completed application will be filed in the Undergraduate Coordinator's office.
2. Student is responsible for arranging the work experience with the employer/supervisor, completing the Memorandum of Agreement, obtaining all signatures, submitting the Memorandum of Agreement to the Undergraduate Coordinator's Office prior to the beginning of the experience, and submitting the written reports at the appropriate times. The Undergraduate Coordinator will be responsible for reporting grades to Registration and Records.
3. Student is responsible for carrying out all tasks set forth by the employer/supervisor.

From the Form:

GUIDELINES FOR FINAL REPORT

1. The objectives of your program - what were you trying to accomplish in your work experience? (the objectives will vary in number and scope).
2. What specific types of activities did you do? What equipment did you use? What new techniques did you learn? These do not need to involve machines or hardware - could deal with communication methods, etc. Did your level of expertise increase during the experience? Did you progress in your level of responsibilities?
3. What did you accomplish with your activity? This portion of your report does not need to be facts and figures; it can be philosophical. What did you learn about yourself? What are your attitudes and talents for the work you did?
4. Finally, in a personal way, tie it all together. How do you see this experience affecting your career? Single out specific instances that were especially rewarding. How much have you grown professionally?

***NOTE:** These reports must be typed and double-spaced; most reports are five to seven pages in length. See number 5 under "Procedures" above for instructions.

From the Form:

- Credit hours determined by the Internship Coordinator

** Credit hours granted: ANS 492 = 1 credit hour per 120 hours worked. ANS 493 = 1 credit hour per 120 hours worked unless it is an intensive experience (Undergraduate Research where the student is responsible for the research; Teaching Assistant where the student has supervisory, teaching, and/or grading responsibilities; or Extension Program Development where the student carries program responsibilities and is involved in presentation of the material); for intensive ANS 493, 1 credit hour is granted for every 45 hours worked.

From the Form:

Specific types of work that will be done

1. _____
2. _____
3. _____
4. _____

Time allocation
(estimated percentage)

(must add up to 100%)

Management and decision-making experiences you may participate in:

What do you expect to gain from this experience (objectives)?

From the Form:

We, the undersigned, agree to conform to the program guidelines and with this Memorandum of Agreement:

Signed _____
Student

Date _____

Signed _____
Employer/Supervisor*

Date _____

Signed _____
Student's Faculty Advisor*

Date _____

Signed _____
Animal Science Undergraduate Coordinator

Date _____

*** Please do not sign this form if it is not complete.**

This completed and signed form must be delivered to the Animal Science Undergraduate Coordinator prior to the beginning of the experience.



All signatures prior to the start date

Process: On Paper

- Originally handled entirely by paper
 - Student had **supervisor** sign
 - Student then had **advisor** sign
 - Student delivered it to the **Internship Coordinator**

Process: On Paper

- Problems with the paper trail:
 - Supervisor could be off campus
 - Paperwork sometimes got lost



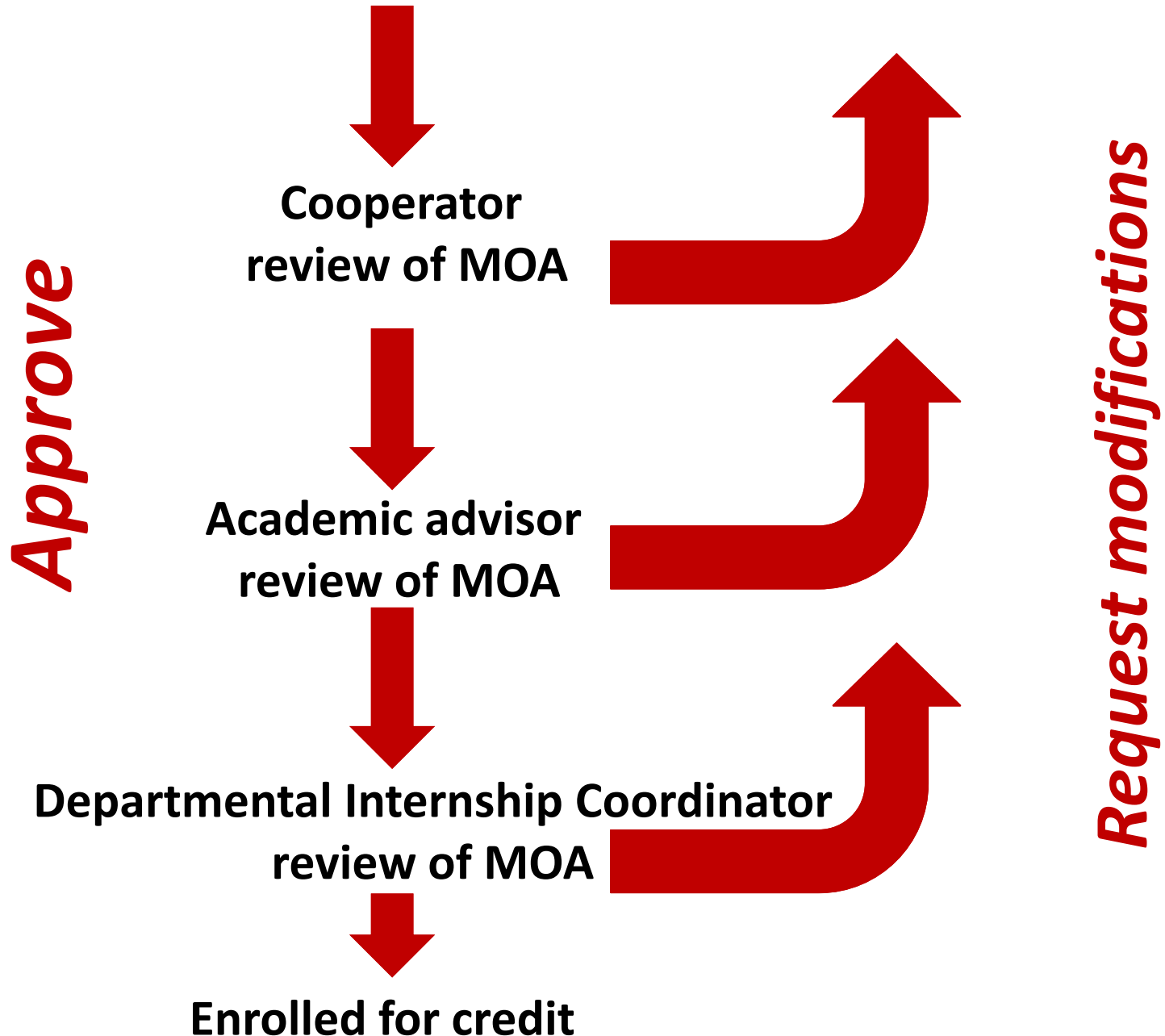
Process: On Paper

- At the end of the semester
 - Student **wrote a paper**
 - What did you do?
 - What did you learn?
 - Reflection
- Turned it in to **advisor**, who suggested edits
 - Edited and final versions submitted to **Internship Coordinator**
 - Grade (pass or fail)
 - Paperwork sometimes got lost

Process: Online

- New Internship Coordinator (Paul Siciliano) in 2013
 - Worked with CALS IT
 - Moved the process **online**
 - website interfaces with a **database**
 - Same requirements, but streamlined
 - **Electronic record** of all transactions
 - signatures
 - advisor comments
 - draft and final writeups

Student Initiates Memorandum of agreement (MOA)



Process: Online

- Website Organization:
 - home page
 - students, cooperators (supervisors), advisors all log in securely
 - available internships are shown
 - student can create their own
 - student testimonials
 - other resources

Process: Online

Home Page

- instructions on initiating an internship
- establish the online memorandum of agreement:
 - between the student and internship sponsor (cooperator/supervisor).
 - Once **supervisor** approves, it **automatically** routes to the student's academic **advisor** and then to the departmental **internship coordinator** for final approval.

Process: Online

- The multilevel system of approval provides:
 - checks and balances
 - ensures appropriate credit is assigned
 - assures justification
- The online system has:
 - improved internship promotion
 - reduced faculty time spent approving internships
 - and enhanced record keeping.

Student submits final report



**Academic advisor
reviews final report**

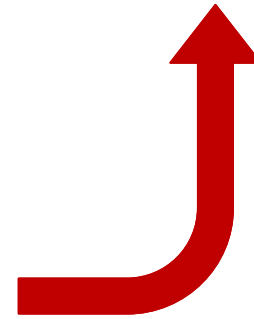


**Departmental Internship Coordinator
reviews final report**



Grade assigned

Approve



Request modifications

Testimonials

“There has been a wealth of understanding that I have gained about the beef industry through the eyes of a farmer.”

NC Cattlemen’s Intern

“Caring for cases of injured animals helped to expose me to the reality of the work of being a veterinarian who cares and treats sick animals.”

Wildlife Refuge Intern

Testimonials cont'd

“I was so scared the first couple of barns I went into because I was not sure how the barn owners would react to me just showing up and wanting to talk. By the end of the summer I had gained much more confidence in myself to present the products we have to offer and more importantly the confidence in nutritional recommendations.”

Cargill Animal Nutrition Intern

Questions?

- Questions about the online process should be directed to:
Paul_Siciliano@ncsu.edu
- Questions about the experiences?

