



DELAWARE VALLEY  
UNIVERSITY

# The Experience360 Program

## Resource Book

The Center for Student Professional Development

## The Experience360 Program Resource Book - Table of Contents

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## The Experience360 Program (E360)

### What is E360?

The Experience360 Program (E360) gives you the opportunity to take your in-the classroom lessons to real-world activities, including experiences at agency, business, education and government settings.

In each of these experiences you'll:

- Be actively involved in the experience;
- Reflect on the knowledge gained from the experience;
- Use analytic skills to conceptualize the experience; and,
- Demonstrate decision-making and problem-solving skills gained from the experience.
- Gain real-world competencies within your chosen discipline.

### Why Experience360?

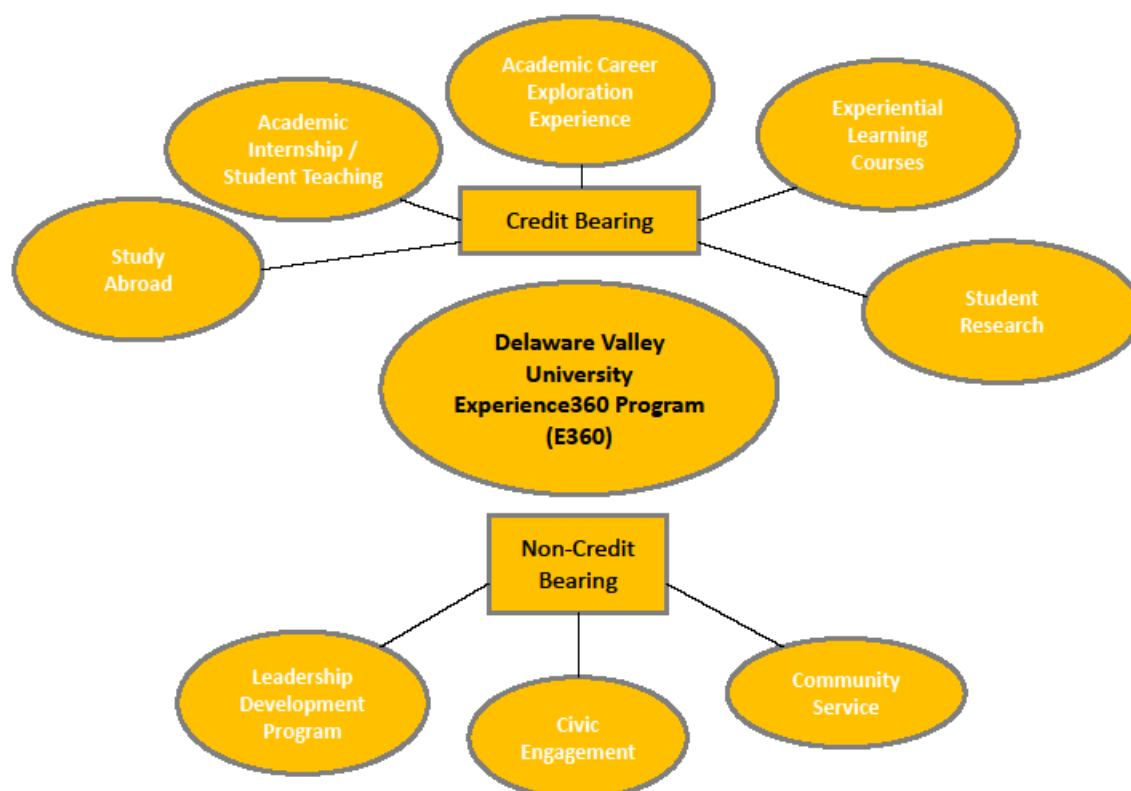
Experience is the knowledge or skill gained through involvement in or exposure to an event or activity. E360 is designed to prepare you for a life of meaningful work, service and career growth. Integrating knowledge and experience, you'll gain a life-long appreciation for learning. You'll engage in a process that includes preparation, action, and reflection; learn more effectively from experience, and put your knowledge into action as a globally responsible citizen. Each activity requires you to create **learning objectives** to guide your experience as well as **reflect** on your experience throughout the semester.

### What are E360 Activities?

Each activity is part of a greater whole, which will vary depending on your concentration. Check out the E360 Department Requirements.

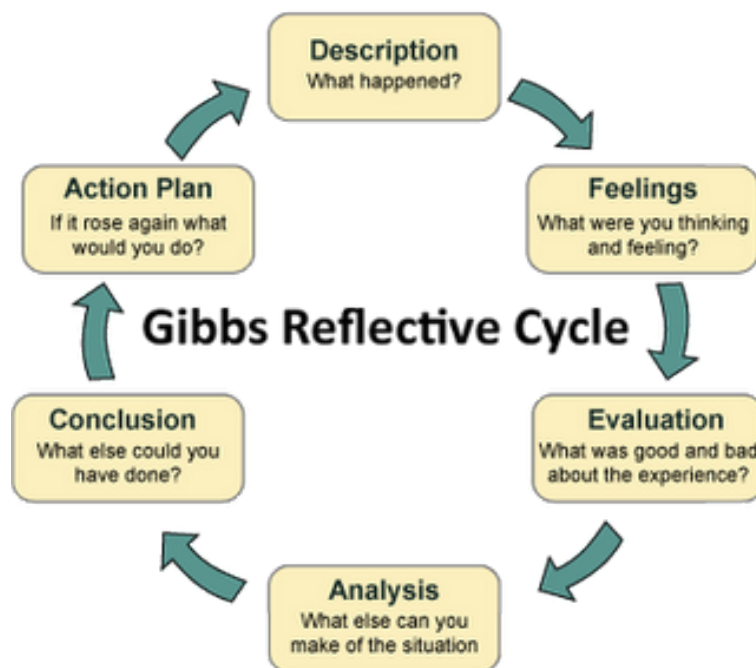
### How does E360 Work?

Completing DelVal Experience I & II or Introduction to Experiential Learning are pre-requisites to the E360 activities. Students must sign up for each activity through the Center for Student Professional Development.



## The Experience360 Program

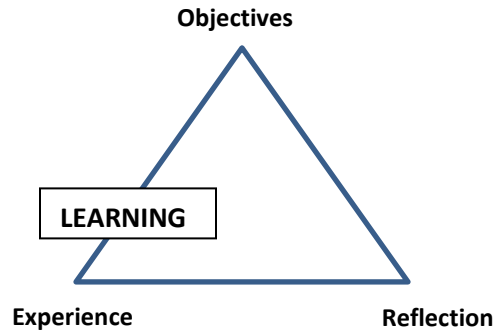
### The Reflective Cycle



*Gibb's Reflective Model (1998)*

<b>Description</b>	<i>What happened?</i>	Describe in detail the event you are reflecting on. Include e.g. where were you; who else was there; why were you there; what were you doing; what were other people doing; what was the context of the event; what happened; what was your part in this; what parts did the other people play; what was the result
<b>Feelings</b>	<i>What were you thinking and feeling?</i>	At this stage, try to recall and explore those things that were going on inside your head. Include: <ul style="list-style-type: none"> <li>• How you were feeling when the event started?</li> <li>• What you were thinking about at the time?</li> <li>• How did it make you feel?</li> <li>• How did other people make you feel?</li> <li>• How did you feel about the outcome of the event?</li> <li>• What do you think about it now?</li> </ul>
<b>Evaluation</b>	<i>What was good and bad about the experience?</i>	Try to evaluate or make a judgment about what has happened. Consider what was good about the experience and what was bad about the experience or what did or didn't go so well.
<b>Analysis</b>	<i>What sense can you make of the situation?</i>	Break the event down into its component parts so they can be explored separately. You may need to ask more detailed questions about the answers to the last stage. Include: <ul style="list-style-type: none"> <li>• What went well?</li> <li>• What did you do well?</li> <li>• What did others do well?</li> <li>• What went wrong or did not turn out how it should have done?</li> <li>• In what way did you or others contribute to this?</li> </ul>
<b>Conclusion</b>	<i>What else could you have done?</i>	This differs from the evaluation stage in that now you have explored the issue from different angles and have a lot of information to base your judgment. It is here that you are likely to develop insight into you own and other people's behavior in terms of how they contributed to the outcome of the event. During this stage you should ask yourself what you could have done differently.
<b>Action plan</b>	<i>If it arose again what would you do?</i>	During this stage you should think yourself forward into encountering the event again and to plan what you would do – would you act differently or would you be likely to do the same? <i>Here the cycle is tentatively completed and suggests that should the event occur again it will be the focus of another reflective cycle.</i>

## Writing Effective Learning Objectives



In order to reflect on your experience – each E360 Activity requires you to create Learning Objectives at the start of each E360 activity. This document will help you to write your learning objectives. Utilize this document before submitting your Activity Application Form in ExperienceLink.

### What is a learning objective?

- An outcome statement that captures specifically what knowledge, skills, attitudes you set out to develop and gain through the experience

### Why have learning objectives?

Creating clear learning objectives during the planning process of an experience serves the following purposes:

- Serves to connect **content** and **reflection** around learning
- Guides direction of actions that will best achieve objectives
- Provides a clear picture of the working partnership between student and site supervisor
- Forms the basis for evaluating the experience

### Ask yourself:

- Do you aim to gain, expand, apply, or test out a particular body of knowledge?
- Do you want to acquire or improve upon a skill? Think about technical (field-related) skills as well as transferable (soft) skills such as communication or leadership. Think about your professional development as well as personal growth.

### What are the key components of a learning objective?

Learning objectives should be “SMART”

- **S**pecific
- **M**easurable/Observable
- **A**ttainable within scheduled time and specified conditions
- **R**elevant and results-oriented
- **T**argeted to the position/experience and your desired goals

### How do I create a useful learning objective?

To create specific, measurable/observable, and results-oriented objectives:

- Finish the sentence, “After this experience, I want to be able to...”
- Start with an observable **action word** - terms that describe directly observable behaviors
  - Think about how you would want to describe/frame this experience on a resume

To create attainable learning objectives:

- Consider the conditions under which performance will take place
- Consider the level of your understanding /skill before your experience and craft your objective to develop to the next level

To create objectives targeted to the position/experience and your desired goals:

- Ask yourself whether you want to be able to: know, apply, integrate your knowledge; or comprehend, apply, analyze, synthesize, or evaluate a new skill.

# The Experience360 Program

## Activity Descriptions

### Academic Career Exploration Experience

This course is designed to facilitate and support a student's discipline-related experience. The Career Exploration Experience (CEE) serves as an introduction to or exploration in the student's discipline-related field. It is a way to determine post-graduation career plans by working or shadowing in a job related to the student's major. The CEE is intended to provide the student with a meaningful experiential opportunity related to his/her major and career goals. Each student will establish measurable learning objectives for the CEE at the outset, as well as complete reflective assignments. The hours spent at the organization determine the number of credits received. The CEE can be taken for either 1, 2 or 3 credits. The student must indicate the number of credits that they are pursuing on Activity Application Form. As the Academic CEE is a course, students receive credits for what they learn through their field related experience, not only for the experience itself. Instructors will evaluate your learning experience based on the reflection of the student's achievement of objectives and goals.

### Academic Career Exploration Experience Abroad

This course is designed to reflect the same learning objectives and follows the same policies as Academic Career Exploration Experience, but is designed for students that will be completing a placement abroad. Recognition of Cultural Experience Abroad as an E360 activity requires the completion of an online non-credit reflection course that is graded on a letter grade basis. This course is designed to be accessible for students with limited internet connectivity while they are traveling abroad.

#### Prerequisites

- Must have successfully completed the Introduction to Experiential Learning **or** DelVal Experience I & II course.
  - Minimum of 27 credits (15 completed at Delaware Valley University)
  - Willing to participate in a work/learning experience
  - Responsible ambassador for DelVal to the community
- 

### Academic Internship

This upper-level 3 credit course is designed to facilitate and support a student's academic internship experience. The internship serves as an opportunity for the student to develop industry knowledge and gain additional skills in preparation for post-graduation opportunities. It is an apprenticeship-type opportunity to gain training for the type of job the student would like to pursue after graduation. The internship experience is intended to provide the student with a meaningful experiential opportunity related to his/her major and career goals. The hours spent at the organization compose the majority of time required for this course. Each student will establish measurable learning objectives for the internship at the outset, as well as complete reflective assignments. As the Academic Internship is a course, students receive credits for what they learn through their field-related experience, not only for the experience itself. Instructors will evaluate your learning experience based on the reflection of the student's achievement of objectives and goals.

#### Prerequisites

- Must have successfully completed the Introduction to Experiential Learning **or** DelVal Experience I & II course.
  - Minimum of 45 credits (15 completed at Delaware Valley University)
  - Minimum 2.5 GPA cumulative
  - Willing to participate in a work/learning experience
  - Responsible ambassador for DelVal to the community
- 

### Student Teaching

The purpose of Student Teaching is for Secondary Education majors to gain field and professional experience with structured faculty support and supervision of a cooperating teacher. Must be a full-time apprenticeship. This activity is only open to Secondary Education majors.

#### Prerequisites:

- Must have successfully completed the Introduction to Experiential Learning **or** DelVal Experience I & II course.
  - Senior standing
  - Completion of Education core
  - Completion of subject area courses
  - Praxis tests in Core Battery
  - Minimum 3.0 GPA cumulative
    - *Student Teachers must also follow PA Department of Education Requirements*
-

## Student Research

These one to three credit courses is designed to introduce students to philosophies and techniques of discipline specific research methodologies and critical thinking. Research projects are supervised by individual faculty members who provide direction and focus for students. The course will culminate with a 10-minute presentation of each research project accompanied by a poster.

### Prerequisites:

- A minimum cumulative GPA of 2.7
  - Sophomore status and above
  - Approval of the supervising professor, the student's academic advisor, and the department chair of the supervising professor and department chair of the student
  - Approval of the Student Research Committee
- 

## Experiential Learning Courses

Experiential Learning Courses are courses designated by academic departments as experiential in nature. They are made up of **Practicum** courses, **Service Learning** courses, and **selected Faculty-Led Study Abroad** courses. Practicum courses provide students with an opportunity to engage in a project with a business or community partner as part of an academic class for academic credit. Service Learning courses provide students with an opportunity to engage in projects that address human and community needs together with structured class assignments, typically in collaboration with a non-profit community partner. Faculty-led study abroad courses offer an intercultural travel component as part of the academic components of the course. Not all Experiential Learning courses are approved for all majors. Please see your major's E360 requirements for approved Experiential Learning Courses for your area of study.

Prerequisites will vary by course.

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## Cultural Experience Abroad (Formerly Study Abroad)

The purpose of the Cultural Experience Abroad activity is for students to gain experiential learning abroad in a structured, university sponsored program with faculty supervision and guidance. Cultural Experience Abroad activities vary from DelVal courses to programs offered by partner institutions and organizations. Recognition of Cultural Experience Abroad as an E360 activity requires the completion of an online non-credit reflection course that is graded on a Pass/Fail basis. This course is designed to be accessible for students with limited internet connectivity while they are traveling abroad.

### Prerequisites:

- Must have successfully completed the Introduction to Experiential Learning **or** DelVal Experience I & II course.
  - Other requirements vary by program, course or trip
- 

## Leadership Development Program

The Leadership Development Program provides students with leadership knowledge and behaviors developed through a cycle of practice, reflection and integration of an expert body of knowledge. Students will complete the activity within the context of a leadership position within a DelVal student organization or athletic team of choice.

The leadership position utilized:

- Must direct the efforts of a group of people working toward a common goal
- Must be responsible for group outcomes
- Must be engaged in relations with group members
- Must spend a minimum of 40 hours dedicated to the leadership role over the semester
- Must be supported by an advisor, coach or supervisor who can provide the leader with ongoing feedback and mentoring

### Prerequisites

- Must have successfully completed the Introduction to Experiential Learning **or** DelVal Experience I & II course.
  - Minimum of 27 credits (15 completed at Delaware Valley University)
  - Willing to participate in a work/learning experience
- 

## Community Service

Community Service allows a student to enact change with a community partner of their choice and engage in a formal or informal consultation with local nonprofit and community-based organizations. The activity is designed to improve the quality of life for community residents or to solve particular problems related to community needs. The activity includes a textbook and workbook that will be completed during the course of the student's Community Service activity.

The position:

- Must offer reciprocal benefit for the student and the community for whom the student serves.
- Must meet an individual need in the community.
- Must spend a minimum of 40 hours dedicated in volunteer position over the semester
- May be of a direct or indirect nature (consulting, project development, research).

**Prerequisites**

- Must have successfully completed the Introduction to Experiential Learning **or** DelVal Experience I & II course.
  - Minimum of 27 credits (15 completed at Delaware Valley University)
  - Willing to participate in a work/learning experience
- 

**Civic Engagement**

Civic Engagement fosters student's interest in areas of public concern at local, state, and national levels and engages the student in an activity that promotes the quality of life in a community through governmental or not-for-profit development of policy and procedure in both political and non-political processes. The activity includes a textbook and workbook that will be completed during the course of the student's Civic Engagement activity.

The position:

- Must offer reciprocal benefit for the student and the community for whom the student serves.
- Must meet an individual need in the community.
- Must spend a minimum of 40 hours dedicated in civic engagement position over the semester
- May be of a direct or indirect nature (consulting, project development, research).

**Prerequisites**

- Must have successfully completed the Introduction to Experiential Learning **or** DelVal Experience I & II course.
- Minimum of 27 credits (15 completed at Delaware Valley)



## The Experience360 Program (E360) Policies

### The Center for Student Professional Development (CSPD)

#### Transfer Student Policy

- Transfer Undergrads (TU) with less than 60 credits at time of matriculation must complete activities in coordination with Academic Department's E360 Requirements
- Transfer Undergrads (TU) with 60 credits and above at time of matriculation must complete one (1) activity from Academic Department's Group A\* E360 Requirements, as approved by the Department Chair to total a minimum of two (2) E360 credits. *One of these credits will be completed through either the Introduction to Experiential Learning (EX-9900) course or DelVal Experience II (FY-1201, previously FY-9901). course depending on student's catalog year.*

**Dual-Enrollment Credits** (credits received before high school completion) do not designate student as Transfer, but First-Time Freshman. If student is categorized as First-Time Freshman (FF), rather than Transfer Undergrad (TU) at time of matriculation, they are required to complete the Experience360 Program regardless if they attain enough credits for Sophomore status after their first semester.

#### **\*See Academic Department's E360 Requirements - Sample Format:**

Group A (must complete one of the following): Internship; Career Exploration Experience

Group B (must complete one of the following): Additional Internship; Additional Career Exploration Experience; Research; Study Abroad; Leadership Development

**Transfer Credits** – students who are seeking credit recognition for courses completed at a previous institution similar in scope to E360 courses and requirements (i.e. career development or internship courses)

- Student may be eligible to utilize transfer courses for the Academic Department's E360 Requirements, subject to the approval of the Department Chair. Students must complete the E360 Transfer Credit form to apply transfer credits.

**Dual-Major Students** – students who choose to pursue a second major concurrently with the major that was declared upon admission.

- Students must complete one activity from each Academic Department's Group A\* E360 Requirements, subject to the approval of the Department Chair to total 4 academic E360 credits. *One of these credits will be completed through either the Introduction to Experiential Learning (EX-9900) course or DelVal Experience II (FY-1201, previously FY-9901). course depending on student's catalog year. Please note, Dual-Major students pursuing Zoo Science and/or Secondary Education are required to complete the full E360 program requirements for these majors in addition to Group A from their second major.*

**Dual-Degree Students** – students who choose to earn two (2) baccalaureate degrees.

- Students must complete one activity from each Academic Department's Group A\* E360 Requirements, as approved by the Department Chair to total 4 academic E360 credits. *One of these credits will be completed through either the Introduction to Experiential Learning (EX-9900) course or DelVal Experience II (FY-1201, previously FY-9901) course depending on student's catalog year. Please note, Dual-Degree students pursuing Zoo Science and/or Secondary Education are required to complete the full E360 program requirements for these majors in addition to Group A from their second degree.*

**Graduate Students**

- Not required to complete program at this time.

**International Students**

- Required to complete program if a Degree-Candidate.

**Second Bachelor Degree Students -**

- Students are required to complete one (1) activity from the Academic Department's Group A\* E360 Requirements for either 1, 2 or 3 credits as approved by the Department Chair. Students must still complete FY-1201 (previously FY-9901) as a pre-requisite to E360 activities.

**Change of Major Students -**

- If the student has completed one or more activities in the former major, students must complete at least one activity from the new Academic Department's Group A\* E360 Requirements, as approved by the Department Chair(s). If the student has not completed any activities in the former major, student is required to complete all new Academic Department E360 Requirements.

**Undeclared Students -**

- Executive Director of CSPD will act as the Department Chair for activity approval prior to major declaration. When a major is declared, the new Department Chair acceptance of activities completed prior to major declaration are based on individual discretion and contingent on activity being in alignment with the Academic Department's E360 Requirements.

**Associate Degree Students -**

- Students must complete one activity from the Academic Department's Group A\* E360 Requirements, as approved by the Department Chair to total a minimum of two (2) E360 credits. *One of these credits will be completed through either the Introduction to Experiential Learning (EX-9900) course or DeVal Experience II (FY-1201, previously FY-9901) course depending on student's catalog year.*

**Students in 3+1 Program –**

- Students must complete one activity from the Academic Department's Group A\* E360 Requirements for either 1, 2 or 3 credits as approved by the Department Chair. Students must still complete (FY-1201, previously FY-9901) as a pre-requisite to E360 activities.

**Continuing and Professional Studies Students**

- Part Time CPS Students that would like to utilize current or previous work experience in lieu of the Experience360 requirement (opt-out) should complete the CPS Experiential Learning Assessment form and submit it to the Office of Continuing and Professional Studies for consideration.

**Students with Disabilities**

- Experience360 Program:
- Case by case basis. CSPD works with the Department Chair, Learning Support Staff and Directors of Learning Support and Counseling to provide accommodations as necessary.

**Military Students (Veterans and Active Service) – Day/FT students**

- Case by case basis. Coordinator of Veteran and Military Students will work with the Department Chair and CSPD to determine if prior experience qualifies for the Academic Department's E360 Requirements. Students must complete the E360 Transfer Credit form to apply transfer credits.

**Students working at Family Businesses / Farms**

- Students are able to utilize family-owned businesses for CEE and Internship. If the Department Chair approves family-owned business for Academic Internship, the student and site supervisor must create Learning Objectives and responsibilities that differ from students' previous work duties.

**Self-Employed Students**

- Students are able to utilize self-employment for Academic Career Exploration Experience (CEE); students are unable to utilize self-employment for Academic Internship. If the Department Chair approves self-employment for CEE, student must provide a Client Evaluation in lieu of Site Supervisor Evaluation.

**Students working On-Campus**

- Students are able to utilize on-campus position if the position is discipline-related, meets the requirements of the desired activity and is approved by the Department Chair.

**Student Termination at Site**

- If a student is terminated from E360 position and is unable to complete hours before the conclusion of the semester, standard Academic Regulations apply – such as Add/Drop, Withdrawal and Incomplete. Students should contact both their E360 course instructor and CSPD/E360 Staff immediately.

**Commencement: Walking With Outstanding Requirements**

- Consistent with University policy, as outlined in the course catalogue, students who are missing no more than eight credits of required courses and/or electives may be permitted to walk at Commencement without receiving a diploma.

*For E360 policies pertaining to Catalog years prior to 2014 or the Employment Program, please contact the Center for Student Professional Development.*

## Academic Program Directory by School

### School of Agriculture and Environmental Science

### Dean Broc Sandelin

#### Agribusiness

Department Chair: Dr. Melissa Wright

#### Animal Science

Department Chair: Dr. Bruce Richards

- *Included Majors:* Dairy Science and Livestock Science & Management

#### Equine Science and Management / Equine Studies

Department Chair: Ms. Cory Kieschnick

#### Food Science, Nutrition & Management

Department Chair: Dr. Tom Zhu

- *Included Majors:* Food Science, Food Technology, Restaurant and Food Service Management

#### Landscape Architecture and Environmental Sciences

Department Chair: Dr. Jacqueline Ricotta

- *Included Majors:* Landscape Architecture, Environmental Science, Landscape Design/Build

#### Plant Sciences

Department Chair: Dr. Jacqueline Ricotta

- *Included Majors:* Crop Science, Floriculture and Nursery Production, Horticulture, Turf Management and Sustainable Agriculture Systems

### School of Business and Humanities

### Dean Tanya Casas

#### Business Administration

Department Chair: Mr. Larry Stelmach  
Mr. William Viel

#### Counseling Psychology

Department Chair: Dr. Allison Buskirk-Cohen

#### Criminal Justice

Department Chair: Dr. Megan T. Demarest

#### Education

Department Chair: Dr. David D. Timony

- *Included Majors:* Secondary Education

#### English

Department Chair: Dr. Brian Lutz

- *Included Majors:* English Literature, Media and Communications

#### History, Policy and Society

Department Chair: Dr. Jack Schmidt

#### Interdisciplinary Studies

Department Chair: Dr. Jessica McCall Ms.  
Christine Seel

### School of Life and Physical Sciences

### Dean Jean Smolen

#### Animal Biotechnology and Conservation (ABC)

Department Chairs: Mr. Reg Hoyt  
Dr. Kim Kovath

- *Included Majors:* Conservation and Wildlife Management, Small Animal Science, Zoo Science

#### Biology

Department Chair: Dr. Gregory George

#### Chemistry

Department Chair: Dr. Karen McPherson

# AGRIBUSINESS

## EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** (2) Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - Global Field Studies: PS-3227, LAES-3227, PS-9912 (*previously PS 9900*)
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Student Research: SR-4041 (1-3 credits)
- Experiential Learning Course(s):
  - Campus Leadership Training: LA-1223 (1 credit) – *Peer Mentors for DelVal Experience*
  - Lab Learning Assistants Mentoring: AS-9911
  - AI Techniques: DS-3236
- Non-Credit Course(s):
  - Leadership Development Program: EX-0011 (non-credit; 40 hours)
  - Civic Engagement: EX-0012 (non-credit; 40 hours)
  - Community Service: EX-0013 (non-credit; 40 hours)

**Important:** *Group A and B activities must add up to a minimum of three Academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Dr. Melissa Wright, Feldman 121, x2926

# ANIMAL SCIENCE

## EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **three (3)** Experience360 (E360) activities - one activity from Group A, one activity from Group B and one activity from Group C; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-2 credits; 75 hours = 1 credit)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 75 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### GROUP B - REQUIRED ACTIVITY:

- Internship: EX-3010 (3 credits / 225 hours; 75 hours = 1 credit)
- Career Exploration Experience: EX-2010 (1-3 credits; 75 hours = 1 credit)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 75 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - International Field Study: AS-9906
    - Tropical Shelter Medicine: SA-9199
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Experiential Learning Course(s):
  - Selected Topics-Artificial Insemination: DS-3236 (*previously DS-3000, DS9990*)
  - Lab Learning Assistants Mentoring: AS-9911
  - Campus Leadership Training: LA-1223 – *Peer Mentors for DelVal Experience*

#### GROUP C - REQUIRED ACTIVITY:

- Leadership Development Program: EX-0011 (non-credit; 40 hours)
- Civic Engagement: EX-0012 (non-credit; 40 hours)
- Community Service: EX-0013 (non-credit; 40 hours)

**Important:** *Activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

Animal Science includes Animal Science, Dairy Science and Livestock Science & Management.

**Chairs:** Dr. Bruce Richards, x4796 Feldman 111

# BIOLOGY

## EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** (2) Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### **GROUP A - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1-3 credits / 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### **GROUP B - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - Tropical Ecology: BY-3250
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Experiential Learning Course(s):
  - Campus Leadership Training: LA-1223– *Peer Mentors for DelVal Experience*
- Non-Credit Course(s):
  - Leadership Development Experience: EX-0011 (non-credit; 40 hours – must be major-related)
  - Civic Engagement: EX-0012 (non-credit; 40 hours - must be major-related)
  - Community Service: EX-0013 (non-credit; 40 hours - must be major-related)

**Important:** *Group A and B activities must add up to a minimum of three Academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Dr. Greg George, Mandell 231B, x2210

## BUSINESS ADMINISTRATION EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** (2) Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits.

*One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### **GROUP A - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### **GROUP B - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit; *Strongly recommended*)
- Internship: EX-3010 (3 credits / 120 hours; *Strongly recommended*)
- Study Abroad (0-3 credits; *Strongly recommended* as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Student Research: SR-4041 (1-3 credits)
- Experiential Learning Course(s):
  - Personal Finance: BA-4233
  - Campus Leadership Training: LA-1223– *Peer Mentors for DelVal Experience*
- Non-Credit Course(s):
  - Leadership Development Program: EX-0011 (non-credit; 40 hours)
  - Civic Engagement: EX-0012 (non-credit; 40 hours)
  - Community Service: EX-0013 (non-credit; 40 hours)

**Important:** *Group A and B activities must add up to a minimum of three Academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Mr. Larry Stelmach, Allman 104, x2463, Mr. William Viel, Allman 109, x2232



## CHEMISTRY EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** (2) Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - Cultural Experience Abroad: EX-0025 (non-credit)
  - International Experiential Learning Course(s):
    - Marine Chemistry: CH-4035
- Non-Credit Course(s):
  - Leadership Development Program: EX-0011 (non-credit; 40 hours)
  - Civic Engagement: EX-0012 (non-credit; 40 hours)
  - Community Service: EX-0013 (non-credit; 40 hours)

**Important:** *Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair** - Dr. Karen McPherson, Mandell 112A, x4884

## CONSERVATION & WILDLIFE MANAGEMENT EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **five** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 56 hours = 1 credit)
- Internship: EX-3010 (3 credits / 168 hours; 56 hours = 1 credit)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 56 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 56 hours = 1 credit)
- Internship: EX-3010 (3 credits / 168 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 56 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - Cultural Experience Abroad: EX-0025 (non-credit)
  - International Experiential Learning Course(s):
    - Tropical Ecology: BY-3250
    - International Field Study: AS-9906
    - Ecotourism in the Global South: SA-9916 (*previously SA 9900*)
    - Tropical Shelter Medicine: SA-9919
    - One Health in Application: Wildlife Conservation and Medicine Abroad: SA-99XX
- Experiential Learning Course(s):
  - Selected Topics-Artificial Insemination: DS-3236 (*previously DS 3000, DS-9900*)
  - Campus Leadership Training: LA-1223 – *Peer Mentors for DelVal Experience*

**Important:** *Group A and B activities must add up to a minimum of four academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chairs:** Mr. Reginald Hoyt, Mandell 123A, x2943

## COUNSELING PSYCHOLOGY EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** (2) Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### **GROUP A - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### **GROUP B - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Experiential Learning Course(s):
  - Campus Leadership Training: LA-1223– *Peer Mentors for DelVal Experience*
- Non-Credit Course(s):
  - Leadership Development Program: EX-0011 (non-credit; 40 hours)
  - Civic Engagement: EX-0012 (non-credit; 40 hours)
  - Community Service: EX-0013 (non-credit; 40 hours)

**Important:** *Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Dr. Allison Buskirk-Cohen, Lasker 304, x2234

# CRIMINAL JUSTICE EXPERIENCE360 PROGRAM REQUIREMENTS

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## DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** (2) Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits.

*One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Experiential Learning Course(s):
  - Senior Seminar: CJ-4240 (1 credit)\*
  - Campus Leadership Training: LA-1223 – *Peer Mentors for DelVal Experience*
- Non-Credit Course(s):
  - Leadership Development Program: EX-0011 (non-credit; 40 hours)

**Important:** Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities. Transfer students with 60+ credits participating in modified program are strongly encouraged to participate in Senior Seminar as elective credit.

\*If taking Senior Seminar: CJ-4240 (1 credit), students must take it concurrently in the same semester with Research Methods: CJ-4230 (3 credits). Students are not required to take Senior Seminar. Students have the option of taking Senior Seminar to meet their Group B E360. Research Methods is a requirement for your major as a Core Requirement. **Transfer students not required to participate in Group B are strongly encouraged to complete Senior Seminar as elective credit.**

**Chair:** Dr. Megan T. Demarest, Lasker Hall 310, x2281

## CROP SCIENCE EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** (2) Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (2-3 credits / 80-120 hours; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - Global Field Studies: PS-3227, LAES-3227, PS-9912 (*previously PS 9900*)
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Experiential Learning Course(s):
  - Campus Leadership Training: LA-1223 – *Peer Mentors for DelVal Experience*
- Non-Credit Course(s):
  - Leadership Development Program: EX-0011 (non-credit; 40 hours)
  - Civic Engagement: EX-0012 (non-credit; 40 hours)
  - Community Service: EX-0013 (non-credit; 40 hours)

**Important:** *Group A & B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Dr. Jacqueline Ricotta, x2333

## ENGLISH LITERATURE EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (1-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - Place Studies: EN-4030
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Student Research: SR-4041 (1-3 credits)
- Experiential Learning Course(s):
  - The Gleaner: EN-3037
  - Elements of Blogging: MC-9910
  - Campus Leadership Training: LA-1223 – *Peer Mentors for DelVal Experience*
- Non-Credit Course(s):
  - Leadership Development Experience (non-credit, 40 hours)
  - Civic Engagement (non-credit, 40 hours)
  - Community Service (non-credit, 40 hours)

**Important:** *Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Dr. Brian Lutz, Miller Hall 100, Ext. 2393

# ENVIRONMENTAL SCIENCE EXPERIENCE360 PROGRAM REQUIREMENTS

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## DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** (2) Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience (2-3 credits / 80-120 hours; 40 hours = 1 credit)
- Internship (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience (1-3 credits; 40 hours = 1 credit)
- Internship (3 credits / 120 hours)
- Student Research (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - Global Horticulture: LAES-9900
    - Global Field Studies: PS-3227, LAES-3227, PS-9912 (*previously PS 9900*)
  - Cultural Experience Abroad: EX-0025 (non-credit)

**Important:** *Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Dr. Jacqueline Ricotta, x2333

# EQUINE SCIENCE & MANAGEMENT EXPERIENCE360 PROGRAM REQUIREMENTS

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## DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **three (3)** Experience360 (E360) activities - one activity from Group A, one activity from Group B and one activity from Group C; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-2 credits / 75 hours; 75 hours = 1 credit)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

### GROUP B - REQUIRED ACTIVITY:

- Internship: EX-3010 (3 credits / 225 hours; 75 hours = 1 credit)
- Career Exploration Experience: EX-2010 (1-3 credits; 75 hours = 1 credit)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - Cultural Experience Abroad: EX-0025 (non-credit)
  - International Experiential Learning Course(s):
    - International Field Study: AS-9906
    - Tropical Shelter Medicine: SA-9919
- Experiential Learning Course(s):
  - Selected Topics-Artificial Insemination: DS-3226 (*previously DS-3000, DS-9900*)
  - Campus Leadership Training: LA-1223 – *Peer Mentors for DelVal Experience*
  - Lab Learning Assistant Mentoring: AS-9911

### GROUP C - REQUIRED ACTIVITY:

- Leadership Development Program: EX-0011 (non-credit; 40 hours)
- Civic Engagement: EX-0012 (non-credit; 40 hours)
- Community Service: EX-0013 (non-credit; 40 hours)
- A-Day Leadership: LA-0040 ( .50 credit)

**Important:** *Activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Ms. Cory Kieschnick, Ext. 2909



## EQUINE STUDIES – ASSOCIATE DEGREE EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

Associate degree students are required to complete **1** Experience360 (E360) activity - one activity from Group A; in order to complete **two** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### **GROUP A - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1 credit / 75 hours; 75 hours = 1 credit)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

***Important:*** If student is pursuing B.S. degree at Delaware Valley University in a similar field of study, B.S. degree E360 Requirement will complete A.S. degree requirement. Discuss with Chair of Equine department for more information.

**Chair:** Ms. Cory Kieschnick, Ext. 2909

## EQUINE STUDIES EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **three** Experience360 (E360) activities - one activity from Group A, one activity from Group B and one activity from Group C; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### **GROUP A - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1 credit / 75 hours; 75 hours = 1 credit)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### **GROUP B - REQUIRED ACTIVITY:**

- Internship: EX-3010 (3 credits / 225 hours; 75 hours = 1 credit)
- Career Exploration Experience: EX-2010 (2-3 credits; 75 hours = 1 credit)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - Cultural Experience Abroad: EX-0025 (non-credit)
  - International Experiential Learning Course(s):
    - International Field Study: AS-9906
    - Tropical Shelter Medicine: SA-9919
- Experiential Learning Course(s):
  - Selected Topics-Artificial Insemination: DS-9900 (*previously DS-3000*)
  - Campus Leadership Training: LA-1223 – *Peer Mentors for DelVal Experience*

#### **GROUP C - REQUIRED ACTIVITY:**

- Leadership Development Program: EX-0011 (non-credit; 40 hours)
- Civic Engagement: EX-0012 (non-credit; 40 hours)
- Community Service: EX-0013 (non-credit; 40 hours)
- A-Day Leadership: LA-0040 ( .50 credit)

**Important:** *Activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Ms. Cory Kieschnick, Ext. 2909

# FLORICULTURE / NURSERY PRODUCTION & MARKETING EXPERIENCE360 PROGRAM REQUIREMENTS

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## DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** (2) Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (2-3 credits / 80-120 hours; 40 hours =1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - Global Field Studies: PS-3227, LAES-3227, PS-9912 (*previously PS 9900*)
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Experiential Learning Course(s):
  - Flower Show Practicum: LAES-3101

**Important:** *Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Dr. Jacqueline Ricotta, x2333

## FOOD SCIENCE – NUTRITION AND MANAGEMENT EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### **GROUP A – REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours; 40 hours = 1 credit)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### **GROUP B - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits = 120 hours / 40 hours = 1 credit)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Experiential Learning Course(s):
  - Campus Leadership Training: LA-1223 – *Peer Mentors for DelVal Experience*
- Non-Credit Course(s):
  - Leadership Development Program: EX-0011 (non-credit; 40 hours)
  - Civic Engagement: EX-0012 (non-credit; 40 hours)
  - Community Service: EX-0013 (non-credit; 40 hours)

**Important:** *Group A & B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Dr. Xuntao (Tom) Zhu, x2221

## HISTORY, POLICY, AND SOCIETY EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Non-Credit Course(s):
  - Leadership Development Program: EX-0011 (non-credit; 40 hours)
  - Civic Engagement: EX-0012 (non-credit; 40 hours)
  - Community Service: EX-0013 (non-credit; 40 hours)

**Important:** *Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Dr. Jack Schmidt, Lasker, x2233

# HORTICULTURE

## EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** (2) Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (2-3 credits / 80-120 hours; 40 hours =1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours =1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - Global Field Studies: PS-3227, LAES-3227, PS-9912 (*previously PS 9900*)
    - Global Horticulture: LAES 9900
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Experiential Learning Course(s):
  - Flower Show Practicum: LAES-3101
  - Campus Leadership Training: LA-1223 – *Peer Mentors for DelVal Experience*

**Important:** *Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Dr. Jacqueline Ricotta, x2333

## INTERDISCIPLINARY STUDIES EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

Due to the individualized nature of the Interdisciplinary Studies program, students should discuss their requirement and individual situation with the Coordinator of the Interdisciplinary Studies Program. Approval of experiential learning activity is at the discretion of Coordinator and Department Chairs of the two academic areas making up the student's Program of Study.

Students are required to complete a minimum of **two** Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### **GROUP A - REQUIRED ACTIVITY:**

*In order to provide a culminating reflection of their experience, students must take either Career Exploration Experience EX2010 or Internship EX3010 and submit their Final Reflection Paper to Coordinator.*

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Coordinator)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Coordinator approval required, credits vary)

#### **GROUP B - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Coordinator)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Coordinator approval required, credits vary)
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Non-Credit Course(s):
  - Leadership Development Program: EX-0011 (non-credit; 40 hours)
  - Civic Engagement: EX-0012 (non-credit; 40 hours)
  - Community Service: EX-0013 (non-credit; 40 hours)
- Other courses or transfer experiences (as approved by Coordinator)

**Coordinator(s):** Dr. Christine Seel, Allman 201, x2266, Dr. Jessica McCall, Miller 301B, x4446

# LANDSCAPE ARCHITECTURE EXPERIENCE360 PROGRAM REQUIREMENTS

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## DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **three** Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E30 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (2-3 credits / 80-120 hours; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - Global Horticulture: LAES-9900
    - Global Field Studies: PS-3227, LAES-3227, PS-9912 (*previously PS 9900*)
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Experiential Learning Course(s):
  - Flower Show Design/Build: (LAES-3050)
  - Campus Leadership Training: LA-1223– *Peer Mentors for DelVal Experience*

### GROUP C - REQUIRED ACTIVITY:

- Leadership Development Program: EX-0011 (non-credit; 40 hours)
- Community Service: EX-0013 (non-credit; 40 hours)

**Important:** *Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Dr. Jacqueline Ricotta, x2333



# LANDSCAPE DESIGN/BUILD EXPERIENCE360 PROGRAM REQUIREMENTS

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## DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (2-3 credits / 80-120 hours; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - Global Horticulture: LAES-9900
    - Global Field Studies: PS-3227, LAES-3227, PS-9912 (*previously PS 9900*)
  - Cultural Experience Abroad: EX-0025 (non-credit)

**Important:** *Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Note:** Landscape Design/Build is the new title of the Landscape Contracting and Management program.

**Chair:** Dr. Jacqueline Ricotta, x2333

## MEDIA & COMMUNICATIONS EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### **GROUP A - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### **GROUP B - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - Place Studies: EN-4030
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Student Research: SR-4041 (1-3 credits)
- Experiential Learning Course(s):
  - The Gleaner: EN-3037
  - Elements of Blogging: MC-9910
  - Campus Leadership Training: LA-1223 – *Peer Mentors for DelVal Experience*
- Non-Credit Course(s):
  - Leadership Development Program: EX-0011 (non-credit; 40 hours)
  - Civic Engagement: EX-0012 (non-credit; 40 hours)
  - Community Service: EX-0013 (non-credit; 40 hours)

**Important:** *Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 Activities.*

**Chair:** Dr. Brian Lutz, Miller Hall 100, x 2393

## SECONDARY EDUCATION EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete **four** Experience360 (E360) activities in alignment with the Pennsylvania Department of Education Field Work and Student Teaching Competencies. The required academic E360 credits will be achieved through the Student Teaching experience. As regulated by Chapter 354 of the Pennsylvania Code, the planned sequential field experiences may begin as early as the initial semester of college enrollment, prior to the minimum 12 week full-time student teaching experience.

#### **Group A – Required Activities:**

##### **Field Experience / Career Exploration Experiences (non-credited)**

- **Field Experience – Stage 1: Observation** (1 semester – minimum of 20 hours)
  - Candidates are observers in a variety of education and education-related settings. Apart from community and after-school programs, there must also be a range of school and classroom experiences (e.g., urban, suburban, rural; high- and low-performing schools)—the majority of which are taking place at the secondary level—so that candidates have a broad experience and learn as much as possible about secondary learners and secondary education philosophy.
- **Field Experience – Stage 2: Exploration** (1 semester – minimum of 20 hours)
  - Candidate works under a certified teacher’s direction with a small group of students. Activities could include tutoring, helping with reading assignments, and so forth.
- **Field Experience – Stage 3: Pre-Student Teaching** (minimum of 3 semesters)
  - Pre-student teaching is where candidates will work with small groups of students, in school or in after school settings under the supervision of a certified teacher. For this phase of clinical (field) experience, secondary level candidates will be admitted to the education program, have taken at least one methods course, but will not be in full control of a class. Stage 3 also includes:
    - **Project Based Field Experience (minimum of 25 hours):** Through the project-based field experience, the candidate will have the opportunity to apply competencies related to the cognition, behavior, and development of typical and atypical learners, as well as competencies related to motivational strategies and managing a learning environment in various settings. Student must develop a proposal and present to the Education Department for approval.

#### **Group B – Required Activity**

- **Student Teaching (12 Credits)**
  - This is a minimum of 12 weeks full-time student teaching experience during the student’s final semester. The student teacher must be supervised by faculty with knowledge and experience in the area of certification and a cooperating teacher with appropriate professional educator certification. Student teaching is defined as a set of organized and carefully planned classroom teaching experiences required of all candidates in a preparation program. Student teachers are assigned to one or more classrooms, closely supervised and mentored by a certified teacher, the cooperating teacher, who provides regular feedback to the student on his or her classroom teaching performance. General supervision of student teachers is provided by a Delaware Valley College professional educator.

***\*Information explaining the stages of Field Experience has been obtained from the PDE website for the Field Experience Framework and Competencies and Project Based Field Experiences Guidelines.***

**Chair:** Dr. David Timony

## SMALL ANIMAL SCIENCE EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 56 hours = 1 credit)
- Internship: EX-3010 (3 credits / 168 hours; 56 hours = 1 credit)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 56 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 56 hours = 1 credit)
- Internship: EX-3010 (3 credits / 168 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 56 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - Tropical Ecology: BY-3250
    - International Field Study: AS-9906
    - Ecotourism in the Global South: SA-9916 (*previously SA 9900*)
    - Place Studies: EN-4030
    - Tropical Shelter Medicine: SA-9199
    - One Health in Application: Wildlife Conservation and Medicine Abroad: SA-9900
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Experiential Learning Course(s):
  - Selected Topics-Artificial Insemination: DS-3236 (*previously DS-3000, DS-9900*)
  - Campus Leadership Training: LA-1223 – *Peer Mentors for DelVal Experience*
- Non-Credit Course(s):
  - Leadership Development Experience (non-credit, 40 hours)

**Important:** Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.

**Chairs:** Dr. Kim Kovath, Ext. 2420

## SUSTAINABLE AGRICULTURAL SYSTEMS EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### GROUP A - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (2-3 credits / 80-120 hours; 40 hours =1 credit)
- Internship: EX-3010 (3 credits/ 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### GROUP B - REQUIRED ACTIVITY:

- Career Exploration Experience: EX-2010 (1-3 credits; 40 hours =1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - Global Field Studies: PS-3227, LAES-3227, PS-9912 (*previously PS 9900*)
    - Global Horticulture: PS:900
  - Cultural Experience Abroad: EX-0025 (non-credit)
- Experiential Learning Course(s):
  - Campus Leadership Training: LA-1223 – *Peer Mentors for DelVal Experience*

**Important:** *Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Dr. Jacqueline Ricotta, x2333

## TURF MANAGEMENT EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **four** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### **GROUP A - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (2-3 credits / 80-120 hours; 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)

#### **GROUP B - REQUIRED ACTIVITY:**

- Career Exploration Experience: EX-2010 (1-3 credits / 40 hours = 1 credit)
- Internship: EX-3010 (3 credits / 120 hours)
- Student Research: SR-4041 (1-3 credits)
- Study Abroad (0-3 credits; as approved by Department Chair)
  - Career Exploration Experience Abroad: EX-2010 (1-3 credits; 40 hours = 1 credit)
  - Credit transfer from credit-bearing exchange programs and provider programs as course substitution for E360 requirements (Department chair approval required, credits vary)
  - International Experiential Learning Course(s):
    - Global Field Studies: PS-3227, LAES-3227, PS-9912 (*previously PS 9900*)
  - Cultural Experience Abroad: EX-0025 (non-credit)

**Important:** *Group A and B activities must add up to a minimum of three academic E360 credits. Students are strongly encouraged to complete additional E360 activities.*

**Chair:** Dr. Jacqueline Ricotta, x2333

## ZOO SCIENCE EXPERIENCE360 PROGRAM REQUIREMENTS

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### DELAWARE VALLEY UNIVERSITY

All students are required to complete a minimum of **two** Experience360 (E360) activities - one activity from Group A and one activity from Group B; in order to complete **five** academic E360 credits. *One of these credits will be completed through DelVal Experience II (FY-1201, previously FY-9901).*

#### **GROUP A - REQUIRED ACTIVITY:**

- Zoo Internship I: Animal Care; SA 3115 (2 credits / 112 hours; 56 hours = 1 credit)
  - Must be completed at an AZA (Association of Zoos/Aquariums) or AMA (American Museum Association) accredited facility with a supervisor agreeing to complete the DVU requirements of the internship.

#### **GROUP B - REQUIRED ACTIVITY:**

- Zoo Internship II: Public Education; SA 3216 (2 credits / 112 hours; 56 hours = 1 credit)
  - Must be completed at an AZA (Association of Zoos/Aquariums) or AMA (American Museum Association) accredited facility with a supervisor agreeing to complete the DVU requirements of the internship.

***Important:*** Group A and B activities will add up to a minimum of four academic E360 credits. Students are strongly encouraged to complete additional E360 activities. Zoo Science students should register for Zoo Internship I: Animal Care; SA 3115 or Zoo Internship II: Public Education; SA 3216 through their Academic Department rather than through the Center for Student Professional Development. Please contact Mr. Reg Hoyt for assistance.

**Chairs:** Mr. Reginald Hoyt, Ext. 2943

## FREQUENTLY ASKED QUESTIONS

### EXPERIENCE360 PROGRAM

#### DELAWARE VALLEY UNIVERSITY CENTER FOR STUDENT PROFESSIONAL DEVELOPMENT (CSPD)

##### What is the Experience360 Program and why is it a graduation requirement?

Delaware Valley University recognizes the importance of integrating hands-on practical experience with classroom instruction. The Experience360 Program (E360) provides active, hands-on applied experiences *tied to specific academic objectives and outcomes* as a requirement for graduation. It provides students with the opportunity to participate in real-world activities as a basis for learning and to develop specific career goals and aspirations. In the E360, students will:

- Be actively involved in the experience;
- Reflect on the knowledge gained from the experience;
- Use analytic skills to conceptualize the experience;
- Demonstrate decision making and problem solving skills gained from the experience

***Each academic department has their own outlined requirements by major. Be sure you are aware of the program requirements of your specific major, available on your program evaluation or each department's website.***

##### Participation:

**1) I heard that there is an Employment Program in which you complete 500 hours of field-related work experience instead of completing Experience360 activities. Can I sign up for that?**

The University transitioned from the Employment Program to the Experience360 Program in 2012, and students are assigned to either program based on when they started at DelVal (the catalog year in which the student entered) and how many credits they brought to DelVal at the time of matriculation. Please see the *Experience360 Program Policies* for more information.

**2) Why do I have to take an online course when participating in an experience?**

The online course associated with each E360 activity for credit and recognition is designed to enhance your experience and learning through a course or program which includes reflective assignments, workbooks, instructor guidance and learning outcomes.

**3) I am a Transfer student and I did an internship at my last school. Do I have to complete one here at DelVal?**

It depends on your *Academic Department's E360 Requirements* and how many credits you transferred to DelVal. See both the *E360 Policies* for the Transfer Policy, your *Academic Department's E360 Requirements* as well as your Academic Department Chair.

##### Eligibility:

**1) What's the difference between an Academic Career Exploration Experience and an Academic Internship?**

Academic Career Exploration Experience (CEE)	Academic Internship
<ul style="list-style-type: none"><li>• Provides participant with an <i>introduction</i> to or <i>exploration</i> in a discipline-related field</li><li>• Allows exploration of different areas of your field and helps you to determine an area to pursue as a full-time position</li><li>• Eligible after completing 27 credits</li><li>• 1, 2 or 3 credits</li></ul> <p><b>Determining post-graduation career plans by working or shadowing in a job related to your major.</b></p>	<ul style="list-style-type: none"><li>• Helps participant <i>develop industry knowledge</i> and gain additional skills in preparation for post-graduation opportunities</li><li>• Apprenticeship-type position in which the student works under a professional in a career track that they wish to pursue</li><li>• Eligible after completing 45 credits</li><li>• 3 credits</li><li>• Site Supervisor acts as a mentor</li></ul> <p><b>Training for the job you want after graduation.</b></p>

See the *Career Exploration Experience vs. Internship* document for more information on eligibility requirements.



**2) Next semester, I am taking 16 credits and I still want to do a 3-credit Academic Internship. What is credit overload and how many credits am I allowed to take before I am billed for credit overload?**

Credit overload is when your credit-load exceeds the maximum for full-time tuition. You are able to take a maximum of 19 credits before you are billed for credit overload. It's important that you plan your credits accordingly. If you are going to exceed the maximum credit load, we recommend that you edit your schedule to allow for the Academic Internship or take the Academic Internship the following semester. Because of the time commitment of an Internship and a full-time academic load, we do not recommend exceeding full-time course load.

**3) Am I able to complete two experiential learning activities at the same site?**

Yes. While we encourage you to gain a variety of experiences, you may participate in two different experiential learning activities at the same site, with your Department Chair's approval. You must identify new and different learning objectives for each. The job function for each experiential learning activity must display variety from the other experiential learning activity. We encourage you to have a discussion with your Site Supervisor and Department Chair, and take on new and varied responsibilities in each experiential learning activity at the site.

**4) Can I participate in two experiential learning activities within the same semester?**

Yes, you can participate in two experiential learning activities within the same semester, but each must be registered in its own course section by completing separate Activity Application Forms for each. You must register for and complete the required assignments for both activities. Please contact the Center for Student Professional Development to discuss this possibility and your unique case.

**5) The field-related experience site I want to work at requires me to have liability insurance. What does this mean?**

This means that their insurance coverage may not cover student interns or unpaid interns. The University extends liability coverage to students that are in an unpaid, supervised internship for academic credit. Contact the CSPD for proof of your coverage.

**Requirements:**

**1) Why do I have to complete three activities, but my friend only has to complete two activities?**

Each Academic Department has designated requirements that are appropriate and specific to their field and industry. Check your *Academic Department's E360 Requirements* for more information.

**2) My friend only has to complete 40 hours of experience per credit, but I have to complete 56 hours of experience per credit. Why?**

Each Academic Department has their own hours per credit requirement. Some departments have found that more experience is necessary to be successful in their field. Check your *Academic Department's E360 Requirements*.

**3) What happens if I participate in activities beyond my required number of credits?**

We encourage you to participate in as many activities as you are able, as they will help build your resume, your network and your professional experience. If you choose to register activities in addition to your departmental requirements, the credits associated with these courses will be considered elective credits.

**Experience360 Activity Registration:**

**1) I have decided that I want to register my opportunity for the E360 Activity. What do I do?**

Each E360 Activity has its own *Activity Application Form*. The registration process is through our online system, ExperienceLink. You can access ExperienceLink at [www.delval.edu/experiencelink/students](http://www.delval.edu/experiencelink/students) and log in with your DelVal username and password. You will be added to the course associated with your activity after you receive all necessary approvals (Site Supervisor and Department Chair) via the online system's automated approval process. At that time, you will receive an email verifying that you have been registered in the course. Directions are typically emailed to students in the weeks prior to registration beginning for each term. If you have difficulty registering, please contact the Center for Student Professional Development for assistance.

**2) What if I am participating in a job in my field / an internship / a community service project but I don't want to register it for the E360 requirement this semester?**

While not every experience and opportunity that you participate in needs to be registered as part of the E360, you need to make sure you meet your *Academic Department's E360 Requirements* by registering the activity. Positions in your field / community service projects / internships / leadership roles are very valuable, so we encourage you to participate in many opportunities during your time at DelVal, regardless of whether you choose to register every one for E360 recognition.

**3) I just landed a great internship. I want to use it this semester for an E360 Activity. Can I still register?**

You can register for the activity until the last business day before the start of the term. All required approvals must be received prior to the end of the add period. See the Registrar's Office or Academic Calendar for deadlines. We recommend that you search for opportunities the semester prior to registration in order to plan out your credits.

**4) If I register to complete the Academic Internship or Academic Career Exploration activity during the summer or winter, does that mean I have to pay for a summer course?**

As both are activities and courses for credit and are monitored by faculty, you are required to pay a fee for the summer course. In order to provide flexibility for students, the University offers a discounted fee per credit for students who choose to participate in the activity during the Summer or Winter term. Students who participate during Fall and Spring semesters are not charged additionally for their activity unless the activity flows into overload credits (more than 19 credits/semester). Please remember that all activities are offered during Fall and Spring semesters. Participating in the activity during the Academic Year is the recommended option for those who are not able to pay the summer fee. Students who participate in outside internships or work experiences during the summer are encouraged to participate regardless if they register for E360 credit and recognition. Non-credited activities do not require a fee. Information on fees for Experience360 are available from the Bursars Office: <https://www.delval.edu/offices-services/bursars-office/tuition-for-undergraduates>

**5) What if my Site Supervisor doesn't have internet access/doesn't have an e-mail address?**

If your Site Supervisor does not have an e-mail address or cannot access ExperienceLink to verify your position, you must list either a fax number or mailing address AND a phone number in order for the form to be faxed or sent to them by post. When applying for your activity, please indicate [e360@delval.edu](mailto:e360@delval.edu) as Site Supervisor e-mail so that you are able to complete the form. If the application is being approved by postal mail, you must leave enough time for verification before the deadline. In certain cases, the CSPD will call your Site Supervisor to verify your position so that you can meet the deadline. In the field at the bottom of the Activity Application Form, please make sure you indicate how your Site Supervisor should be contacted- fax or postal mail- in the section marked "Do you have any questions for the Center for Student Professional Development staff?"

**DelVal Experience Transcript:**

**1) What is the DelVal Experience Transcript?**

The DelVal Experience Transcript is recognition of your co-curricular campus involvement at DelVal. The transcript captures the E360 Activities that you have registered at DelVal, as well as your student involvement, including community service, awards, clubs and organizations and athletics.

**2) How are student involvement activities reported for inclusion on my DelVal Experience Transcript?**

It is each student organization's responsibility to track their members and executive boards for submission to the Office of Student Involvement. Student organizations are also able to submit awards and community service projects to the Office of Student Involvement for consideration for recognition on the DelVal Experience Transcript.

# THE DELVAL EXPERIENCE TRANSCRIPT

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## DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 (E360) PROGRAM

### College is all about gaining knowledge and experience!

A great way to show off your experience is with your DelVal Experience Transcript.

To get started, **get involved** – join a campus club, participate in community service, attend campus programs and connect with a professional in your field. The DelVal Experience Transcript brings this all these opportunities together!

### What is the DelVal Experience Transcript?

The DelVal Experience Transcript is a record of co-curricular accomplishments at Delaware Valley University as part of the experiential learning program, Experience360 (E360). The transcript captures the ExLP Activities that you have registered at DelVal, as well as your University specific student involvement, including community service, awards, clubs, organizations, and athletics. Collectively, this involvement reflects important skills that add to the total college experience and prepare you as a lifelong learner and citizen.

### Why is the DelVal Experience Transcript useful?

The DelVal Experience Transcript complements a student's résumé and academic transcript by specifying achievements and activities for employment, graduate school admission counselors or fellowship or scholarship evaluators.

### How do I access and receive a copy of my DelVal Experience Transcript?

A student is able to view their unofficial DelVal Experience Transcript and also request their official DelVal Experience Transcript via ExperienceLink ([delval.edu/experiencelink](http://delval.edu/experiencelink)) in the Experiential Learning module.

### What types of activities are included on the DelVal Experience Transcript?

The DelVal Experience Transcript will include achievements and activities in the following areas:

- **Experiential Learning Activities** – registered activities in the Experience360 Program: Academic Internship and Student Teaching, Academic Career Exploration Experience (CEE), Student Research, Experiential Learning Courses, Study Abroad, Leadership Development, Community Service, and Civic Engagement
- **Organizations, Clubs and NCAA Athletics** – participation in University recognized clubs, organizations, and athletics
- **Community Service and Civic Engagement** – participation in University recognized community service or civic engagement activities of any duration
- **Leadership Activities** – participation in registered leadership programs through the Student Involvement Office
- **Awards** – awards given in recognition by the University for exemplary academics or service to the University community
- **Professional Development** – participation in University recognized programs, seminars, workshops and conferences through student clubs/organizations, academic departments or campus offices

### How is the DelVal Experience Transcript validated?

Information for the DelVal Experience Transcript is collected from registered experiential learning activities and registered student involvement activities through the Division of Student Affairs. The Center for Student Professional Development and the Student Involvement Office will review all submissions. Once participation is validated, the activity will be entered and included in the DelVal Experience Transcript.

- Registered experiential learning activities will automatically be included on your transcript via ExperienceLink after successful completion of the activity through the Center for Student Professional Development.
- Clubs & organizations, NCAA athletics, community service, civic engagement, leadership activities, awards and professional development activities will be reviewed by the Student Involvement Office
  - **Membership in Organizations, Clubs and Athletics involvement** will be validated using team rosters, the *Officer Registration Form*, and the *General Membership Form*. You must be considered an active member – meeting the requirements outlined by each individual organization. Executive members should submit both the *General Membership Form* and the *Officer Registration Form* to the Office of Student Involvement via the online form each semester. Depending on a student's role in the organization, executive positions may be included on the transcript. Athletic team rosters are recorded by the Athletics office.

- **Community service and civic engagement** recognition will include service and engagement participation through a campus office, club or organization. Students will need to submit the *Service Tracking Form* that validates their participation via the online form. See below for more information.
- **Leadership activities** includes programs offered by a University office, club or organization. Participation should be submitted through the online form by faculty, staff, executive club members, or individual students. See below for more information.
- **Awards** given in recognition of exemplary academics or service to the Delaware Valley University community will be listed on the DelVal Experience Transcript, for example the Founder's Award given to a graduating senior. Participation should be submitted through the online form by faculty, staff, executive club members, or individual students. See below for more information.
- **Professional development** programs, seminars, workshops and conferences should be in coordination with a student's curricular or co-curricular experience through student clubs/organizations, academic departments or campus offices. Participation should be submitted through the online form by faculty, staff, executive club members, or individual students. See below for more information.

## STUDENT INFORMATION

### I'm a student, there is a piece of information missing from my transcript. How do I get it added?

1. Areas for inclusion on the transcript include:
  - **Registered Experience360 Program Activities** will automatically be included on your transcript after successful completion of the activity through the Center for Student Professional Development. If the activity is not listed on your transcript, please contact the Center for Student Professional Development.
  - **Membership in Organizations and Clubs** - please check with the Executive Officers of the organization. If it has not been submitted, please ask them to submit the membership roster to the Office of Student Involvement via the online form referenced in the Executive Member section. *General Membership Forms* should be submitted each semester. If the form has been submitted and you were not listed as a member, please utilize the link below to submit your individual participation in the club or organization.
  - **Community service and civic engagement** – participation in University -recognized community service or civic engagement activities of any duration. Please ensure that you list a DelVal faculty or staff member that coordinated the community outreach program to validate your involvement.
  - **Awards** – awards given in recognition by the University for exemplary academics or service to the University community. Please ensure that you list a DelVal faculty or staff member that coordinated the award selection.
  - **Professional Development** – participation in University recognized programs, seminars, workshops and conferences. Please ensure that you list a DelVal faculty or staff member that coordinated the program to validate your involvement.
2. Submit the program to the Office of Student Involvement via the online form at <http://tinyurl.com/delvalexperiencetranscript> with program information including:
  - Your name, ID number and contact information
  - Name of program
  - Date of program
  - A short description of the program (no longer than 30 words). This will be the description that is shown on the DelVal Experience Transcript to provide context.
  - Include the DelVal faculty or staff contact person's name, phone and email to validate your experience. They will be contacted to verify that the event occurred.

## EXECUTIVE OFFICER OF STUDENT CLUB/ORGANIZATION INFORMATION

### I'm an Executive Member in a student organization or club. How do I submit my group's involvement for inclusion on the DelVal Experience Transcript?

1. Tracking registration should occur at each program that could be considered for inclusion on the DelVal Experience Transcript.
  - The club, organizations or chapter is responsible for submitting membership rosters as well as members in attendance at each event or program eligible for DelVal Experience Transcript inclusion. If an advisor or external presenter was also in attendance, please include their contact information for validation.
  - Areas for inclusion on the transcript include:

- **Membership in Organizations and Clubs** - must submit a *General Membership Form* via the online form (link below). Please make sure to have full names and student ID numbers for this type of submission.
  - **Community Service and Civic Engagement** – should be submitted via *Service Tracking Form* via the online form. Please ensure that you have a contact from the group you partnered with for the service project. They will be contacted to verify that the event occurred.
  - **Awards** – awards given in recognition by the University for exemplary academics or service to the University community. Awards given by national organizations, for example the National FFA, given to an individual student can be submitted by the FFA group at DelVal for inclusion on the DelVal Experience Transcript.
  - **Professional Development** – participation in University recognized programs, seminars, workshops and conferences via the student club or organization.
2. Submit the program to the Office of Student Involvement via the online form at <http://tinyurl.com/delvalexperiencetranscript> with program information including:
- Name of program
  - Name of your organization
  - Submitter's name, title and contact information
  - Date of program
  - A short description of the program (no longer than 30 words). This will be the description that is shown on the DelVal Experience Transcript to provide context.
  - Advisor name and contact information
  - The form will prompt you to provide a list of all student attendees – names and IDs:
    - You can either input each student's name and ID number OR email the list to [involvement@delval.edu](mailto:involvement@delval.edu) with "DelVal Experience Transcript Inclusion" in the subject line. The email should reference the online form submission with the name of the program.

#### **FACULTY/STAFF INFORMATION**

**I'm a faculty or staff member, what steps do I need to take for students to gain DelVal Experience Transcript recognition for a program or experience I am coordinating?**

1. Tracking registration should occur at each program that could be considered for inclusion on the DelVal Experience Transcript.
  - Areas for inclusion on the transcript via a faculty or staff member's submission include:
    - **Leadership activities** presented or coordinated by a campus office or Academic Department
    - **Awards** presented by the University presented to an individual student are eligible for submission, for example, departmental awards or awards provided by campus offices such as Academic Affairs or Student Affairs.
    - **Professional Development** programs, seminars, workshops and conferences in coordination with an Academic Department or campus office
      - *If you are an advisor to a student club or organization, Executive Officers should submit organization membership rosters, community service events and awards related to the organization via the directions for Executive Officers.*
2. Submit the program to the Office of Student Involvement via the online form at <http://tinyurl.com/delvalexperiencetranscript> with program information including:
  - Name of program
  - Office or department that coordinated the program/experience
  - Submitter's name, title and contact information
  - Date of program
  - A short description of the program (no longer than 30 words). This will be the description that is shown on the DelVal Experience Transcript to provide context.
  - The form will prompt you to provide a list of all student attendees – names and IDs:
    - You can either input each student's name and ID number OR email the list to [involvement@delval.edu](mailto:involvement@delval.edu) with "DelVal Experience Transcript Inclusion" in the subject line. The email should reference the online form submission with the name of the program.

**The Center for Student Professional Development - Segal Hall, Delaware Valley University**  
**Tel: 215-489-2448 / email: [cspd@delval.edu](mailto:cspd@delval.edu) / [www.delval.edu/cspd](http://www.delval.edu/cspd)**

## Academic Career Exploration Experience (CEE) POSITION CRITERIA



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### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

*Students' Career Exploration Experiences must be jointly approved by the student's Academic Department and the Center for Student Professional Development, the on-campus department responsible for administration of the Experience360 Program (E360).*

1. Clear and detailed Job Description outlining responsibilities including designated Site Supervisor as well as:
  - a. Specific responsibilities and duties required of the student
  - b. Skills and competencies the student will gain through the experience
  - c. Professional development provided through the position
  - d. Compensation arrangements
2. The experience must be relevant to the student's primary area of academic study.
  - a. The experience must provide the opportunity for students to gain firsthand insight into the practical aspects of an organization's operation by observation and/or participation
3. Clearly defined Learning Objectives that relate to student's professional goals must be collaboratively created by student and employer.
4. Company/organization must be a registered business in applicable state and/or 501(c) status.
5. If student chooses to utilize self-employment, i.e. own business or freelance business, student must provide a Client Evaluation in lieu of Site-Supervisor / Employer Evaluation.

## Academic Career Exploration Experience (CEE) STUDENT POLICIES & GUIDELINES



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### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

#### Academic Career Exploration Experience (CEE)

This course is designed to facilitate and support a student's discipline-related experience. The Career Exploration Experience (CEE) is intended to provide the student with a meaningful experiential opportunity related to his/her major and career goals. The CEE serves as an introduction to or exploration in the student's discipline-related field. Each student will establish measurable learning objectives for the CEE at the outset, as well as complete reflective assignments. The hours spent at the organization determine the number of credits received. The student must indicate the number of credits that they are pursuing on Activity Application Form.

Students participating in Academic Career Exploration Experiences (for-credit) must be aware of and respect all policies as outlined in the Delaware Valley University Handbook, as well as understand and observe the policies of their respective work sites. Violations of any policies held by the University and/or the student's employers will result in sanctions being imposed as indicated in the Student Code of Conduct.

In addition, students participating in Academic Career Exploration Experiences must observe the following policies:

#### Prerequisites

- Must have successfully completed the Introduction to Experiential Learning **or** DelVal Experience II course
- Minimum of 27 credits (15 completed at Delaware Valley University)
- Willing to participate in a work/learning experience
- Responsible ambassador for DelVal to the community

#### Academic Credit

The credits for this option, when chosen by student, are embedded in the four (4) credits for each Academic Department's Experience360 Program.

#### Credit Approval and Registration

Academic credit approval for an Academic CEE must be secured and the E360 Activity Application must be completed **BEFORE** the CEE commences. **NO ACADEMIC CREDIT WILL BE AWARDED FOR A CEE RETROACTIVELY.** Please see *Academic CEE Registration Process* for more information.

#### Work Experience

As stated above, to ensure that the student receives proper credit for CEE work, minimum employment standards must be met. ***You must be participating in your field-related experience over the course of the semester or term registering for.*** If minimum employment standards are not met, the student may be denied credit and/or transcript notation for the Academic CEE. All students who do not meet these standards by the end of the semester are required to meet with the designated Faculty Instructor for evaluation. CEE must involve students working in a professional setting under the supervision and monitoring of practicing professionals. Student work responsibilities and roles should align with those described on the E360 Activity Application Form, as completed by the student during the registration process. Should these outlined



responsibilities or roles change at any point during the CEE, the student is expected to contact their Faculty Instructor and/or the Center for Student Professional Development IMMEDIATELY.

### **Professionalism & Professional Expectations**

While participating in the CEE at the site, students are subject to the employer's rules and regulations. Employers are responsible for advising students of the policies governing the company's working conditions, hours, holidays and any other matter concerning employment. Students are expected to conform explicitly to these rules and regulations, and are subject to the same disciplinary codes employers apply to regular employees. In addition, students may be subject to action by the University for serious violations in the workplace.

Satisfactory performance during CEE employment will include:

- Attendance and punctuality during agreed upon hours of work
- Acceptable performance of the technical and/or skills based aspects of the job
- Conforming to an employer's dress codes
- Adhering to an employer's personnel policies

### **Absence from Work**

Delaware Valley University has assured its CEE employer partners that students are responsible and their work attendance will be regular and punctual. Students must notify their employers promptly in case of illness or other emergencies requiring them to be absent from work. It is also at the employer's discretion to allow the student to take time off. CEE students are expected to adhere to the holiday schedules of their CEE employers, rather than University's holiday schedule (should they be different) when they are working.

In the event that an extended absence from work does not allow the student to complete the minimum hour requirements of the program, the student must meet with the Faculty Instructor for evaluation of the individual situation.

### **Withdraw/Resignation/Termination:**

Students wishing to withdraw from the CEE course must do so prior to the course withdraw deadline. At the Instructor's discretion, students who do not complete the Academic CEE requirements (including required number of hours worked) may be assigned a final grade of Incomplete (I) for the current term.

Students who resign from their positions prior to the end of the academic term or are for any reason terminated from their position must IMMEDIATELY inform the Faculty Instructor and the Center for Student Professional Development. The Faculty Instructor will determine, through discussion with the student and employer, whether full or partial credit for the CEE course may be granted.

If students are experiencing issues at their site, they should immediately communicate the issues to their Faculty Instructor and the Center for Student Professional Development. The Faculty Instructor and CSPD staff will work to assist the student in navigating the situation.

### **Academics**

Students are expected to follow course outlines and to submit assignments in a timely and thorough manner.

### **Course Load and Summer Fee**

Students who register for the Academic CEE course during Fall or Spring semesters should include these credits within their full-time maximum course load of 19 credits to maintain regular semester tuition fees and avoid overload charges. Students who choose to register for the Academic CEE course for the Summer or Winter term will incur a reduced fee per credit. Information on fees for Experience360 are available from the Bursars Office: <https://www.delval.edu/offices-services/bursars-office/tuition-for-undergraduates>.



## Student's Academic Requirements

- Activity Application Form
  - Must provide Learning Objectives agreed upon by student and Site Supervisor
    - Number of learning objectives corresponds with number of credits the student is pursuing through Academic CEE
      - 40 hours = 1 credit; two (2) Learning Objectives
      - 80 hours = 2 credits; three (3) Learning Objectives
      - 120 hours = 3 credits; four (4) Learning Objectives
        - *\*Some Academic Departments have attached a higher minimum quantity of hours. Students should check their Academic Department Experience360 Program Requirements.*
  - Must be verified by employer via electronic signature via online form
- Preflection Paper: Goals Statement
  - At the start of the semester, students will be expected to acknowledge Learning Objectives developed in Activity Application and how their objectives pertain to student's short-term and long-term goals.
- Discussion Board Participation via Blackboard
  - Students will be expected to participate in discussions with classmates via the discussion board feature in Blackboard each week.
- Professional Development Activity:
  - Each student will be required to complete a paper reflecting on one of the activities below:
    - Informational Interview- Students must choose a professional in their field and/or at their CEE site to enhance their knowledge of the chosen profession. Questions utilized for the interviews should focus on the interviewee's professional experience and relevant company information.
    - Job Shadow- Students must choose a professional in their field and/or at their CEE site to enhance their knowledge of the chosen profession to shadow for a day.
    - Professional Seminar/Meeting- Students must attend a professional association's conference and/or meeting related to their career goals.
- Updated Resume
- Final Reflection Paper
  - Address the outcome of each established Learning Objective
- Student Evaluation
- Hours Form
  - At the end of the semester, student will complete Hours Form and employer should provide electronic signature to verify hours completed over semester.
  - Number of hours vary by number of credits student is pursuing (see above in *Activity Application Form* section)
- Employer Review: All employer evaluations are included in the final grade and will be administered via email by the CSPD.
  - If the student's Site Supervisor does not have an email address (provided at time of Activity Application), the student must contact e360@delval.edu by the Hours Form due date (See Course Materials – Course Policies and Hours Form). The CSPD will then contact the Site Supervisor via postal mail or fax.

## Academic Career Exploration Experience REGISTRATION PROCESS



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### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

**To participate in a Career Exploration Experience (CEE) for academic E360 credit, follow these steps:**

1. Utilize DelVal's Center for Student Professional Development (CSPD) resources (in Segal Hall):
  - Prepare your resume; meet with an Experience360 Advisor to review and edit
  - Establish a ExperienceLink account via [www.delval.edu/experiencelink](http://www.delval.edu/experiencelink) (CSPD's web-based job posting system)
  - Upload your updated resume – once uploaded, you can apply to positions and sometimes, employers will view resumes via our Resume Book to recruit you specifically!
2. Explore and apply to opportunities via:
  - CSPD leads via ExperienceLink postings
    - Click on the *Jobs* section at the top toolbar. Make sure to look at the *DelVal Jobs* section which features positions from employers who post specifically to DelVal students and grads, as well as the *NACELink Jobs* section which features positions from employers who post to the NACE (National Association of Colleges and Employers) system nationwide.
  - CSPD recruiting and networking events
  - Meet with an Experience360 Advisor to discuss networking and outreach opportunities
  - Consult with additional networking resources for potential leads:
    - Academic Advisor, Department Chair and Faculty Members
    - DelVal staff
    - Classmates and upperclassmen
    - Alumni – check out the Alumni & Student Mentoring/Networking Group on LinkedIn
    - Personal contacts and networking
3. Apply for Academic E360 Credit during the course registration period
  - Review Career Exploration Experience (CEE) Policies and Guidelines– make sure to check out the prerequisites to make sure you meet the requirements!
  - If participating in the activity to meet your graduation requirement, review your Academic Department's E360 Requirements
  - Meet with your CEE Site Supervisor to discuss learning objectives (you must include learning objectives for your experience on Activity Application Form).
4. Log-on to ExperienceLink to complete the Activity Application Form via the Experiential Learning module.
  - You must review and comply with all CEE Program, Delaware Valley University and Employer site policies, procedures and expectations. Your signature on the Application indicates that you understand and agree to CEE and University policies.
  - Your application will be forwarded to your Site Supervisor and Department Chair via email so that they can verify and approve your position and learning objectives.
  - Once approved, you will then be registered for the course in WebAdvisor.

**Deadlines:** End of the Add period of term registering (see Academic Calendar)

## Academic Internship POSITION CRITERIA



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### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

*Students' internship experiences must be jointly approved by the student's Academic Department and the Center for Student Professional Development, the on-campus department responsible for administration of the Experience360 Program (E360).*

1. Clear and detailed Job Description outlining responsibilities including designated Site Supervisor as well as:
  - a. Specific responsibilities and duties required of the student
  - b. Skills and competencies the student will gain through the experience
  - c. Professional development provided through the position
  - d. Compensation arrangements
1. The experience must be relevant to the student's primary area of academic study.
  - a. The experience must provide the opportunity for students to gain firsthand insight into the practical aspects of an organization's operation by observation and participation.
  - b. The experience must incorporate measurable, productive, relevant skills and activities that match the real-world tasks of professionals in the industry.**
2. Clearly defined Learning Objectives that relate to student's professional goals must be collaboratively created by student and employer.
3. Supervision must be provided by a professional with expertise with educational and/or professional background in the field of the experience.
4. Routine feedback must be provided by the experienced supervisor.
5. Company/organization must be a registered business in applicable state and/or 501(c) status.
6. Self-employment is ineligible.
7. If student chooses to complete internship within own Family-Owned Business, the student and Site Supervisor must create Learning Objectives and responsibilities that differ from students' previous work duties.

## Academic Internship STUDENT POLICIES & GUIDELINES



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### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

#### Academic Internship

This upper-level course is designed to facilitate and support a student's academic internship experience. The internship experience is intended to provide the student with a meaningful experiential opportunity related to his/her major and career goals. The internship serves as an opportunity for the student to develop industry knowledge and gain additional skills in preparation for post-graduation opportunities. The hours spent at the organization compose the majority of time required for this course. Each student will establish measurable learning objectives for the internship at the outset, as well as complete reflective assignments.

Students participating in academic internships (for-credit) must be aware of and respect all policies as outlined in the Delaware Valley University Handbook, as well as understand and observe the policies of their respective work sites. Violations of any policies, held by the University and/or the student's employers, will result in sanctions being imposed as indicated in the Student Code of Conduct.

In addition, students participating in academic internships must observe the following policies:

#### Prerequisites

- Must have successfully completed the Introduction to Experiential Learning **or** DelVal Experience II course.
- Minimum of 45 credits (15 completed at Delaware Valley University)
- Minimum 2.5 GPA cumulative
- Willing to participate in a work/learning experience
- Responsible ambassador for DelVal to the community

#### Academic Credit

The credits for this option, when chosen by student, are embedded in the four (4) credits for each Academic Department's Experience360 Program.

#### Credit Approval and Registration

Academic credit approval for an Academic Internship must be secured and the E360 Activity Application must be completed **BEFORE** the internship commences. **NO ACADEMIC CREDIT WILL BE AWARDED FOR AN INTERNSHIP RETROACTIVELY.** Please see *Academic Internship Registration Process* for more information.

#### Work Experience

As stated above, to ensure that the student receives proper credit for internship work, minimum employment standards must be met. An internship student must complete at least 120 hours over the course of the term registered for. *Some Academic Departments have attached a higher minimum quantity of hours per credit. Students should check their Academic Department Experience360 Requirements.* **You must be participating in your field-related experience over the course of the semester or term registered for.** If minimum employment standards are not met, the student may be denied credit and/or transcript notation for the Academic Internship. All students who do not meet these standards by the end of the semester are required to meet with the designated Faculty Instructor for evaluation. Internships must involve students working in a professional setting under the supervision and monitoring of practicing professionals. Student work responsibilities and roles should align with those described on the E360 Activity Application Form, as completed by the student during the registration process. Should these outlined responsibilities or roles change at any point during the Internship, the student is expected to contact their Faculty Instructor and/or the Center for Student Professional Development IMMEDIATELY.

**Professionalism & Professional Expectations**

While participating in the Internship at the site, students are subject to the employer's rules and regulations. Employers are responsible for advising students of the policies governing the company's working conditions, hours, holidays and any other matter concerning employment. Students are expected to conform explicitly to these rules and regulations, and are subject to the same disciplinary codes employers apply to regular employees. In addition, students may be subject to action by the University for serious violations in the workplace.

Satisfactory performance during internship employment will include:

- Attendance and punctuality during agreed upon hours of work
- Acceptable performance of the technical and/or skills based aspects of the job
- Conforming to an employer's dress codes
- Adhering to an employer's personnel policies

**Absence from Work**

Delaware Valley University has assured its internship employer partners that students are responsible and their work attendance will be regular and punctual. Students must notify their employers promptly in case of illness or other emergencies requiring them to be absent from work. It is also at the employer's discretion to allow the student to take time off. Internship students are expected to adhere to the holiday schedules of their internship employers, rather than University's holiday schedule (should they be different) when they are working.

In the event that an extended absence from work does not allow the student to complete the minimum hour requirements of the program, the student must meet with the Faculty Instructor for evaluation of the individual situation.

**Withdraw/Resignation/Termination**

Students wishing to withdraw from the Internship course must do so prior to the course withdraw deadline. At the Instructor's discretion, students who do not complete the Academic Internship requirements (including required number of hours worked) may be assigned a final grade of Incomplete (I) for the current term.

Students who resign from their positions prior to the end of the academic term or are for any reason terminated from their position must IMMEDIATELY inform the Faculty Instructor *and* the Center for Student Professional Development. The Faculty Instructor will determine, through discussion with the student and employer, whether full or partial credit for the Internship course may be granted.

If students are experiencing issues at their site, they should immediately communicate the issues to their Faculty Instructor and the Center for Student Professional Development. The Faculty Instructor and CSPD staff will work to assist the student in navigating the situation.

**Academics**

Students are expected to follow course outlines and to submit assignments in a timely and thorough manner. All internship students must maintain a 2.5 cumulative grade point average (GPA) while participating in the Internship program.

**Course Load and Summer Fee**

Students who register for the Academic Internship course during Fall or Spring semesters should include these credits within their full-time maximum course load of 19 credits to maintain regular semester tuition fees and avoid overload charges. Students who choose to register for the Academic Internship course for the Summer or Winter term will incur a reduced fee per credit. Information on fees for Experience360 are available from the Bursars Office: <https://www.delval.edu/offices-services/bursars-office/tuition-for-undergraduates>.

## Intern's Academic Requirements

Delaware Valley University students participating in an internship for academic credit must complete the following requirements:

- Activity Application Form
  - Must provide four (4) Learning Objectives agreed upon by student and Site Supervisor
  - Must be verified by employer via electronic signature on form
- Preflection Action Plan Paper
  - Students must explain the process taken to develop their Learning Objectives (provided at time of Activity Application) with Site Supervisor and the plan to reach objectives, specifically, how Site Supervisor will support plan and objectives. Students should acknowledge how learning objectives relate to future goals, as well as the purpose and value of the internship opportunity and site.
- Bi-Weekly Journal & Guided Reflections
- Informational Interview Report
  - Students must complete two informational interviews with professional staff at the internship site; one of which must be with their direct supervisor. The Informational Interview Report is intended to enhance a student's understanding of their chosen profession/field, career goals and internship employer. Questions utilized for the interviews should focus on the interviewee's professional experience and relevant company information.
- Final Reflection Paper (including Exit Interview)
  - The Final Report is intended to focus on the student's professional development throughout the internship experience with special attention given to self-evaluation and the exit interview, as well as a thorough assessment of the *Learning Objectives* established during Activity Application.
- Student Evaluation
  - Student must complete evaluation form, evaluating self, experience and activity.
- Updated Resume
  - Each student will be required to complete an updated resume including their Internship experience.
- Hours Form
  - At the end of the semester, student will complete the Hours Form with employer electronic signature to verify hours completed over semester.
- Employer Evaluation / Exit Interview
  - All employer evaluations are included in the final grade and are administered by the CSPD electronically. It is recommended that the student receives this feedback during an Exit Interview. It is the intern's responsibility to ensure that the evaluation is reviewed with the supervisor in order to understand how this affects the internship course grade.
  - If the student's Site Supervisor does not have an email address (provided at time of Activity Application), the student must contact e360@delval.edu by the Hours Form due date (See Course Materials – Course Policies and Hours Form). The CSPD will then contact the Site Supervisor via postal mail or fax.

## Academic Internship REGISTRATION PROCESS



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### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

**To participate in an Internship for academic E360 credit, follow these steps:**

1. Utilize DelVal's Center for Student Professional Development (CSPD) resources (in Segal Hall):
  - Prepare your resume; meet with an Experience360 Advisor to review and edit
  - Establish a ExperienceLink account via [www.delval.edu/experiencelink](http://www.delval.edu/experiencelink) (CSPD's web-based job posting system)
  - Upload your updated resume – once uploaded, you can apply to positions and sometimes, employers will view resumes via our Resume Book to recruit you specifically!
2. Explore and apply to opportunities via:
  - CSPD leads via ExperienceLink postings
    - Click on the *Jobs* section at the top toolbar. Make sure to look at the *DelVal Jobs* section which features positions from employers who post specifically to DelVal students and grads, as well as the *NACELink Jobs* section which features positions from employers who post to the NACE (National Association of Colleges and Employers) system nationwide.
  - CSPD recruiting and networking events
  - Meet with an Experience360 Advisor to discuss networking and outreach opportunities
  - Consult with additional networking resources for potential leads:
    - Academic Advisor, Department Chair and Faculty Members
    - DelVal staff
    - Classmates and upperclassmen
    - Alumni – check out the Alumni & Student Mentoring/Networking Group on LinkedIn
    - Personal contacts and networking
3. Apply for Academic E360 Credit during the course registration period
  - Review Internship Policies and Guidelines– make sure to check out the prerequisites to make sure you meet the requirements!
  - If participating in the activity to meet your graduation requirement, review your Academic Department's E360 Requirements
  - Meet with your Internship Site Supervisor to discuss learning objectives (you must include learning objectives for your experience on Activity Application Form).
4. Log-on to ExperienceLink to complete the Activity Application Form via the Experiential Learning module.
  - You must review and comply with all Internship Program, Delaware Valley University and Employer site policies, procedures and expectations. Your signature on the Application indicates that you understand and agree to Internship and University policies.
  - Your application will be forwarded to your Site Supervisor and Department Chair via email so that they can verify and approve your position and learning objectives.
  - Once approved, you will then be registered for the course in WebAdvisor.

**Deadlines:** End of the Add period of term registering (see Academic Calendar)

## STUDENT RESEARCH PROGRAM

### STUDENT POLICIES AND GUIDELINES

#### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

##### Student Research

This one to three credit course is designed to introduce students to philosophies and techniques of discipline specific research methodologies and critical thinking. Research projects are supervised by individual faculty members who provide direction and focus for students. The course will culminate with a 10 minute presentation of each research project accompanied by a poster.

##### Prerequisites

- A minimum cumulative GPA of 2.7
- Sophomore status and above
- Approval of the supervising professor, the student's academic advisor, and the department chair of the supervising professor and department chair of the student
- Approval of the Student Research Committee

##### Academic Credit

- 1-3 credits depending on the individual project and the hours planned to spend working on the project each week.
- Hours per week will vary depending on the credits registered for.
  - 1 credit = 45 hours/semester
  - 2 credits = 90 hours/semester
  - 3 credits = 135 or more hours/semester

##### Academics

- Under the supervision of a Faculty Mentor, students intending to register for student research will need to submit a 1-2 page proposal to the Student Research Committee for approval. Proposals should include an abstract, project time line, budget, and any funding requests. Following approval of the project by the student research committee the student can then register for SR4041. Registration is through the student's department chair.
- Budget: Students will submit a budget with their proposal. There are limited funds available for students through a student research fund. The supervising faculty member is responsible for ensuring there are departmental funds available for most of the supplies.
- With each proposal, please submit a signed Proposal Application cover page which is located in the CSPD office. Please note that the cover letter needs to be signed by both the student's mentor and the student's department chairperson.
- If the project involves the use of animals please contact Dr. Charles Heise for Institutional Animal Care and Use Committee (IACUC) approval. If the project involves human subjects, please contact IRB@delval.edu for Institutional Review Board (IRB).
- Registered students will meet with the Student Research Committee at the beginning of the semester, half-way through the semester and at the end of the semester to present their projects to the campus community. Students should meet on a regular basis with their faculty mentor. At the end of the semester students will present a 10 minute PowerPoint presentation describing their experiments and results. Additionally, a poster of the project is required. The final grade will be determined by the student's faculty mentor and will be based on the students' knowledge of the subject, clarity of the presentation and commitment to their project. Faculty mentors will provide a detailed explanation on how they plan to evaluate the students' performance. Additional requirements may vary by Faculty Mentor.

#### REGISTRATION DEADLINES

Student Research	Course Registration Deadline
Fall Semester	No later than April 20 <sup>th</sup>
Spring Semester	No later than November 20 <sup>th</sup>

\*The Student Research Committee will then have 10 days to accept the proposal.



## Student Research REGISTRATION PROCESS



### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

1. **Secure a Faculty Mentor** to discuss research project idea(s) and the Faculty Mentor's expectations and requirements.
2. **Review *Student Research Policies and Guidelines***
  - a. Review academic requirements / prerequisites to assure your eligibility
3. Finalize Research Proposal idea
4. If the project involves the use of animals, contact Becky Hughes for Institutional Animal Care and Use Committee (IACUC) forms and submit forms to Dr. Kathy Ponnock for approval. If the project involves human subjects, submit relevant Institutional Review Board (IRB) forms found on the campus portal (E360 page) and submit to Chair of IRB.
  - a. Please allow for 2-4 weeks for approval before proposal deadline (see below).
5. **Complete Research Proposal (see sample [here](#)) which must include:**
  - a. Title page with proposal title, student's name and mentor's name
  - b. 1-2 pages describing the proposed project and rational
  - c. Project Timeline
  - d. Budget
  - e. Funding Requests- supplies not covered by your department
  - f. References
6. **Complete *Student Research Proposal Application*** found [here](#) with all necessary approvals:
  - a. Your **Faculty Mentor** must sign your form verifying their mentorship
  - b. Your **Faculty Mentor's Department Chair** must sign your form approving the faculty member's participation
  - c. Your **Academic Department Chair** must sign your form approving your participation
  - d. **IRB / IACUC approval** if applicable
7. You must review and comply with all Student Research Program policies, procedures and expectations. Your signature on the *Proposal Application* indicates that you understand and agree to Student Research policies.
8. On *Proposal Application*, **note if you are seeking Experience360 (E360) credit** in order to fulfill an E360 graduation requirement, or for DelVal Experience Transcript recognition.
  - a. If yes, once approved, your proposal will be forwarded to the Center for Student Professional Development for E360 credit.
9. **Submit Proposal Application and Proposal by the appropriate deadline to the *Student Research Coordinator*** - Dr. Cynthia Keler. Submit both an electronic copy via email at [Cynthia.keler@delval.edu](mailto:Cynthia.keler@delval.edu) and hard-copy via mailbox: Mandell 113 or office: Mandell 224.
10. The Student Research Committee will review your proposal for acceptance. Once approved, you will then be registered for the course in WebAdvisor after your form is submitted. Please check WebAdvisor for verification.
11. **Attend Student Research meetings** – see *Student Research Policies and Guidelines* for information on course requirements.

### REGISTRATION DEADLINES

E360 Research Participation	Course Registration Deadline
Fall Semester	No later than April 20 <sup>th</sup>
Spring Semester	No later than November 20 <sup>th</sup>

\*The Student Research Committee will then have 10 days to accept the proposal.

## STUDY ABROAD

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### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

The Study Abroad experience is offered to provide international educational experiences across all disciplines designated for hands on intercultural, academic, and career development. These experiences foster lifelong skills needed to be engaged global citizens prepared for careers that address international issues.

Delaware Valley University and the Study Abroad Office recognize that study abroad experiences may vary in length, focus, location, credit and many other variables. The following policies and regulations have been created to allow for a wide array of experiences and also include the main tenants of Experience360.

#### Pre-Requisites

- Students must have completed Introduction to Experience360 *or* DelVal Experience I & II
- Only experiences which have been approved by DelVal, the student's Department Chair, and pre-registered can be used for E360 credit
- The abroad experience must inherently advance the academic mission of the student and be applicable to their major and/or career field
- Students must be clear of any academic or judicial sanctions
- Additional health and safety regulations may apply depending on location and current global issues and developments

#### Academic Credit Approval:

- The study abroad experience must be attached to academic credit pre-approved by the department chair(s) who oversee the course(s) before the experience takes place
- Students will not receive a grade for courses taken abroad but will receive the credit for courses passed with an equivalent of a C or higher

#### To receive E360 recognition students will be required to be actively engaged and be able to critically think and reflect on their experience:

- Students will outline planned goals and achievements before the experience to be discussed with either the student's advisor or the Study Abroad coordinator before, during, and after the experience. This will take place through pre-departure and post-experience meetings and correspondence while abroad
- Students will participate in additional outside the classroom career and cultural experiences while abroad
- Students will reflect on their international experiences through discussion about academic, career, and cultural learning through pre-approved reflection papers, journals, blogs, websites, or campus projects during and/or upon return
- These guidelines can be fulfilled either as part of credit course work attached to the experience, or through completion monitored by the Study Abroad Coordinator and/or the student's advisor for credit and noncredit experiences

#### The Study Abroad Office

Segal Hall, 2<sup>nd</sup> floor / 215-489-4851 / [matthew.kaminski@delval.edu](mailto:matthew.kaminski@delval.edu)

## Community Service / Civic Engagement STUDENT POLICIES & GUIDELINES

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### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

#### Community Service and Civic Engagement

The Community Service and Civic Engagement activities serve as an option for satisfactory completion of the Experience360 graduation component. Community Service allows a student to enact change with a community partner of their choice. Civic Engagement fosters student's interest in areas of public concern at local, state, and national levels. The Community Service and Civic Engagement activities include a textbook and workbook that will be completed during the course of the student's Community Service and Civic Engagement activity.

Students participating in Community Service and Civic Engagement activities must be aware of and respect all policies as outlined in the Delaware Valley University Student Handbook, as well as understand and observe the policies of their respective activity sites. Violations of any policies held by the University and/or the student's activity site will result in sanctions being imposed as indicated in the Student Code of Conduct.

In addition, students participating in Community Service and Civic Engagement activities must observe the following policies:

#### Prerequisites

- Must have successfully completed the Introduction to Experiential Learning *or* DelVal Experience II course.
- Minimum of 27 credits (15 completed at Delaware Valley University)
- Willing to participate in a work/learning experience

#### Registration

Approval for Community Service and Civic Engagement activities must be secured and the ExL Activity Application must be completed **BEFORE** the Community Service or Civic Engagement activity commences. **NO RECOGNITION WILL BE AWARDED FOR AN ACTIVITY RETROACTIVELY.** Please see *Community Service and Civic Engagement Activities Registration Process* for more information.

#### Tuition Fee

There is no additional fee for completing a Community Service or Civic Engagement Activity.

#### Activity Experience

As stated above, to ensure that the student receives proper recognition for the Community Service and Civic Engagement activity, minimum standards must be met. A student must complete an average of 3-4 hours per week for 12-weeks. If minimum standards are not met, the student may be denied recognition for the Community Service and Civic Engagement. All students who do not meet these standards by the end of the semester are required to meet with the Director of Student Involvement. The activity must involve students working in a professional setting with supervision and monitoring from practicing professionals. Student responsibilities and roles should align with those described on the *ExL Activity Application Form*, as completed by the student during the registration process. Should

these outlined responsibilities or roles change at any point during the activity, the student is expected to contact the Student Involvement Office IMMEDIATELY.

### **Professionalism & Professional Expectations**

While participating in the Community Service and Civic Engagement at the site, students are subject to the organization's rules and regulations. Organizations are responsible for advising students of the policies governing the working conditions, hours, holidays and any other matter concerning participation. Students are expected to conform explicitly to these rules and regulations, and are subject to the same disciplinary codes organizations apply to regular participants. In addition, students may be subject to action by the University for serious violations.

Satisfactory performance during Community Service and Civic Engagement will include:

- Attendance and punctuality during agreed upon hours
- Acceptable performance of the technical/skills based aspects of the position
- Conforming to an organization's dress codes
- Adhering to an organization's personnel policies

### **Absence Policy**

Delaware Valley University has assured its Community Service and Civic Engagement partners that students are responsible and their work attendance will be regular and punctual. Students must notify their organization promptly in case of illness or other emergencies requiring them to be absent. It is also at the organization's discretion to allow the student to take time off. Community Service and Civic Engagement students are expected to adhere to the holiday schedules of their Community Service and Civic Engagement organization, rather than University's holiday schedule (should they be different) while they are participating.

In the event that an extended absence does not allow the student to complete the minimum hour requirements of the activity, the student must meet with the Director of Student Involvement for evaluation of the individual situation.

### **Withdraw/Resignation/Termination**

Students wishing to withdraw from the Community Service or Civic Engagement activity must do so prior to the University's course withdraw deadline. Students who do not complete the Community Service and Civic Engagement activities requirements will be given an Incomplete (I) for the activity. Students who resign from their positions prior to the end of the activity term or are for any reason terminated from their position must IMMEDIATELY inform the Student Involvement Office. The Office will determine, through discussion with the student and organization, whether recognition can be granted for the Community Service and Civic Engagement Activity.

If students are experiencing issues at their site, they should immediately communicate the issues to the Student Involvement Office. The Student Involvement staff will work to assist the student in navigating the situation.

### **Activity Participation**

Students are expected to follow activity outlines and to submit assignments in a timely and thorough manner. All activity content and assignments will be coordinated through Blackboard.

## **Student's Activity Requirements**

- Activity Application Form
  - Must provide Learning Objectives agreed upon by student and Site Supervisor
    - Number of learning objectives corresponds with the 40 hours required for a Community Service or Civic Engagement activity
      - 40 hours = two (2) Learning Objectives
  - Must be verified by site supervisor
- Activity Outline:
  - Pre-assessment
    - Student will develop learning outcomes based on pre-assessment. Students will assess growth and development during their leadership development module.
  - Leadership for a Better World
    - Student will complete Part 1 of Leadership for a Better World during this stage. This provides a basic overview of the model and allows the student to make connections between their reading and the SRLS

### **During Experience:**

- Leadership for a Better World
  - Student will complete Parts 2, 3, and 4 of the book during this stage. This will also include reflection papers that are based off of the prompts provided at the end of each chapter throughout the text.
- Mid-assessment
  - Student will reflect on their progress in regards to learning objective and pre-assessment data.
- Supervisor critique
  - The supervisor will be to offer support to the student as the student works through the Leadership Development activity.

### **After Experience:**

- Leadership for a Better World
  - Student will complete Part 5 of the book during this process.
- Post assessment
  - The student will reflect on learning and growth based on learning objectives and assessment data. Student will identify areas of growth and if learning objectives were met.
- Final report
  - Culmination of the activity requiring the student to reflect on the activity. Student should also address their role as a change agent during the activity.

### **The Student Involvement Office**

***The Student Center, Delaware Valley University***

***Tel: 215-489-4665 / email: [involvement@delval.edu](mailto:involvement@delval.edu) / [www.delval.edu](http://www.delval.edu)***

## Community Service & Civic Engagement REGISTRATION PROCESS



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### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

**To participate in a Community Service or Civic Engagement activity for E360 credit, follow these steps:**

1. Utilize DelVal's Center for Student Professional Development (CSPD) resources in Segal Hall:
  - a. Prepare resume; meet with ExL Advisor to review and edit
  - b. Establish a ExperienceLink account via [www.delval.edu/expericelink](http://www.delval.edu/expericelink) (CSPD's web-based opportunity posting system)
    - i. Upload resume
2. Utilize DelVal's Student Involvement Office (SIO) resources in the Student Center
  - a. Meet with SIO staff to explore opportunities on and off campus that will fulfill Activity requirements
3. Explore and apply to community service and civic engagement opportunities via:
  - a. Community Service/Civic Engagement Organization postings via ExperienceLink
  - b. Personal contacts
  - c. Meet with CSPD and SIO staff to discuss networking and outreach opportunities
4. Apply for Academic E360 Credit during the course registration period
  - a. Review Community Service & Civic Engagement Policies and Guidelines– make sure to check out the prerequisites to make sure you meet the requirements!
  - b. If participating in the activity to meet your graduation requirement, review your Academic Department's E360 Requirements
  - c. Meet with your Site Supervisor to discuss learning objectives (you must include learning objectives for your experience on Activity Application Form).
5. Log-on to ExperienceLink to complete the Activity Application Form via the Experiential Learning module.
  - a. You must review and comply with all Community Service & Civic Engagement Program, Delaware Valley University and Employer site policies, procedures and expectations. Your signature on the Application indicates that you understand and agree to program and University policies.
  - b. Your application will be forwarded to your Site Supervisor and Department Chair via email so that they can verify and approve your position and learning objectives.
  - c. Once approved, you will receive an email.

**Deadlines:** End of the Add period of term registering (see Academic Calendar)

**The Student Involvement Office**  
***The Student Center, Delaware Valley University***  
***Tel: 215-489-4665 / email: [involvement@delval.edu](mailto:involvement@delval.edu) / [www.delval.edu](http://www.delval.edu)***

## Leadership Development STUDENT POLICIES & GUIDELINES

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### DELAWARE VALLEY UNIVERSITY'S EXPERIENCE360 PROGRAM (E360)

#### Leadership Development

The Leadership Development activity serves as an option for satisfactory completion of the Experience360 graduation component. This activity will be comprised of a positional leadership role where the student is serving as a leader on campus. Positional leadership includes such things as being a treasurer of an organization, serving as a resident assistant in the Office of Residence Life, or being a captain of an athletic team. The activity will include a textbook and workbook that will be completed during the course of the student's positional leadership role.

Students participating in the Leadership Development activity must be aware of and respect all policies as outlined in the Delaware Valley University Student Handbook, as well as understand and observe the policies of their respective activity sites. Violations of any policies held by the University and/or the student's activity site will result in sanctions being imposed as indicated in the Student Code of Conduct.

In addition, students participating in a Leadership Development Activity must observe the following policies:

#### Prerequisites

- Must have successfully completed the Introduction to Experiential Learning or DelVal Experience II course.
- Minimum of 27 credits (15 completed at Delaware Valley University)
- Willing to participate in a work/learning experience

#### Registration

Approval for a leadership development activity must be secured and the E360 Activity Application must be completed **BEFORE** the Leadership Development activity commences. **NO RECOGNITION WILL BE AWARDED FOR AN ACTIVITY RETROACTIVELY.** Please see *Leadership Development Activity Registration Process* for more information.

#### Tuition Fee

There is no additional fee for completing a Leadership Development Activity.

#### Activity Experience

As stated above, to ensure that the student receives proper recognition for the Leadership Development activity, minimum standards must be met. A student must complete an average of 3-4 hours per week for 12-weeks. If minimum standards are not met, the student may be denied recognition for the Leadership Development. All students who do not meet these standards by the end of the semester are required to meet with the Director of Student Involvement. The activity must involve students working in a professional setting with supervision and monitoring. Student responsibilities and roles should align with those described on the *E360 Activity Application Form*, as completed by the student during the

registration process. Should these outlined responsibilities or roles change at any point during the activity, the student is expected to contact the Student Involvement Office IMMEDIATELY.

### **Professionalism & Professional Expectations**

While participating in the Leadership Development activity students are subject to the organization's rules and regulations. Organizations are responsible for advising students of the policies governing the working conditions, hours, holidays and any other matter concerning participation. Students are expected to conform explicitly to these rules and regulations, and are subject to the same disciplinary codes organizations apply to regular participants. In addition, students may be subject to action by the University for serious violations.

Satisfactory performance during the Leadership Development activity will include:

- Acceptable performance of the technical/skills based aspects of the position
- Conforming to an organization's dress codes
- Adhering to an organization's policies

### **Absence Policy**

Delaware Valley University has assured its partners that students are responsible and their work attendance will be regular and punctual. Students must notify their organization promptly in case of illness or other emergencies requiring them to be absent. It is also at the organization's discretion to allow the student to take time off. Leadership Development students are expected to adhere to the holiday schedules of their partnering organization, rather than University's holiday schedule (should they be different) while they are participating.

In the event that an extended absence does not allow the student to complete the minimum hour requirements of the activity, the student must meet with the Director of Student Involvement for evaluation of the individual situation.

### **Withdraw/Resignation/Termination**

Students wishing to withdraw from the Leadership Development activity must do so prior to the University's course withdraw deadline. Students who do not complete the Leadership Development activity requirements will be given an Incomplete (I) for the activity. Students who resign from their positions prior to the end of the activity term or are for any reason terminated from their position must IMMEDIATELY inform the Student Involvement Office. The Office will determine, through discussion with the student and organization, whether recognition can be granted for the Leadership Development Activity.

### **Activity Participation**

Students are expected to follow activity outlines and to submit assignments in a timely and thorough manner. All activity content and assignments will be coordinated through Blackboard.

### **Student's Activity Requirements**

- Activity Application Form
  - Must provide Learning Objectives agreed upon by student and Site Supervisor
    - Number of learning objectives corresponds with the 40 hours required for a Leadership Development activity
      - 40 hours = two (2) Learning Objectives
  - Must be verified by site supervisor



- Activity Outline:
  - Pre-assessment
    - Student will develop learning outcomes based on pre-assessment. Students will assess growth and development during their leadership development module.
  - Leadership for a Better World
    - Student will complete Part 1 of Leadership for a Better World during this stage. This provides a basic overview of the model and allows the student to make connections between their reading and the SRLS

During Experience:

- Leadership for a Better World
  - Student will complete Parts 2, 3, and 4 of the book during this stage. This will also include reflection papers that are based off of the prompts provided at the end of each chapter throughout the text.
- Mid-assessment
  - Student will reflect on their progress in regards to learning objective and pre-assessment data.
- Supervisor critique
  - The supervisor will be to offer support to the student as the student works through the Leadership Development activity.

After Experience:

- Leadership for a Better World
  - Student will complete Part 5 of the book during this process.
- Post assessment
  - The student will reflect on learning and growth based on learning objectives and assessment data. Student will identify areas of growth and if learning objectives were met.
- Final report
  - Culmination of the activity requiring the student to reflect on the activity. Student should also address their role as a change agent during the activity.

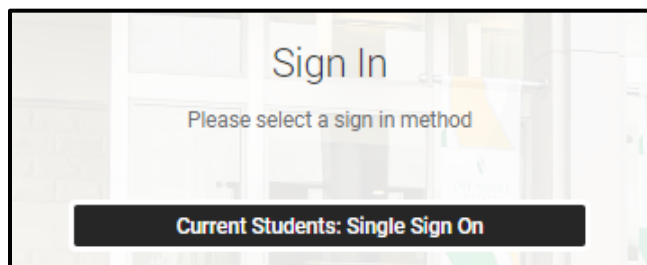
**The Student Involvement Office**  
**The Student Center, Delaware Valley University**  
**Tel: 215-489-4665 / email: [involvement@delval.edu](mailto:involvement@delval.edu) / [www.delval.edu](http://www.delval.edu)**

# HOW-TO: E360 ACTIVITY REGISTRATION

## 1. LOG-IN

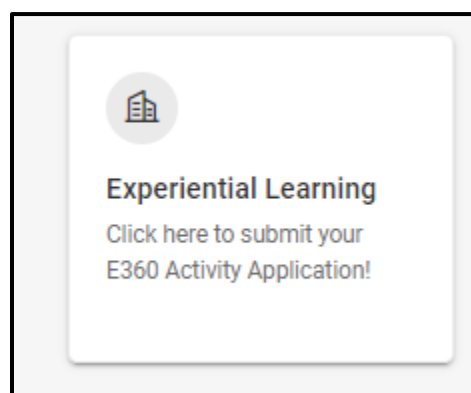
Log onto <https://delval.edu/Experiencelink> (Log-in using your DelVal credentials) – your DelVal username (omit @delval.edu) and your DelVal password used for campus accounts.

*As a student, you have an account in the system already (regardless of whether you've logged in yet or not). Make sure to log-in using your DelVal credentials through Current Students: Single Sign On. If you have trouble, please email [e360@delval.edu](mailto:e360@delval.edu) for assistance. Do not create a new account - important academic information is listed in your already established account profile.*



## 2. Choose the Experiential Learning Module

On the homepage, click Experiential Learning on the upper left-hand side.



## 3. Complete an Experiential Learning Action Plan

If you have not completed your action plan, you must do so before submitting your activity application.

Your *Experiential Learning Action Plan* will help your Department Chair to approve your *Activity Application Form* and understand your career goals.

**Please Note:** This is NOT the Experiential Learning application!

\* Indicates a required field

### Experiential Learning Action Plan

Experiential Learning Goals \*

#### Experiential Learning Action Plan - Goal

An action plan is a sequence of steps that must be taken, or activities that must be performed in order to successfully reach your goals. When writing your action plan, consider your long-term career goals and the steps you plan to take to get the experience needed to meet those goals. This action plan is specific to your overall professional goals – it is intended to provide more clarity when submitting E360 activity applications. The information included in this form may not be specific to an individual E360 activity- the activity application must be completed separately.

Career Goal \*

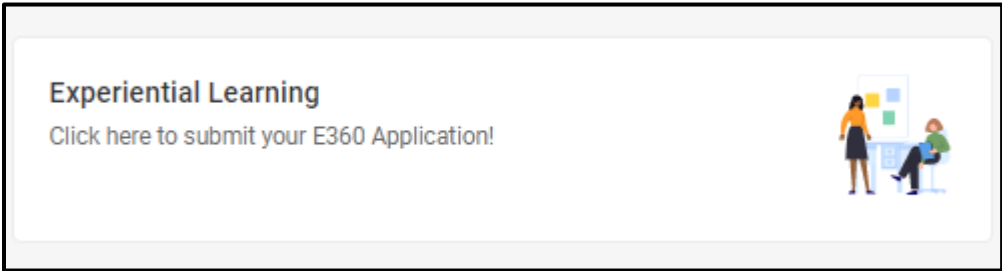
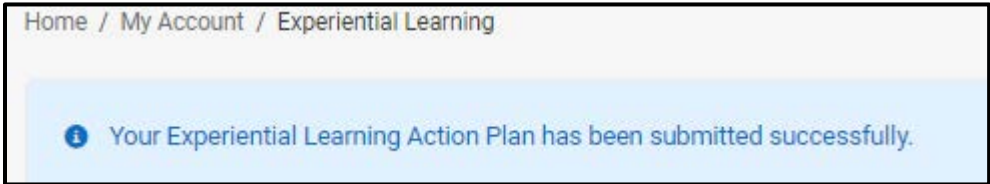
A “goal” is defined as the object of a person’s ambition or effort; an aim or desired result. Please identify your current post-graduation career goal(s)

Action Steps \*

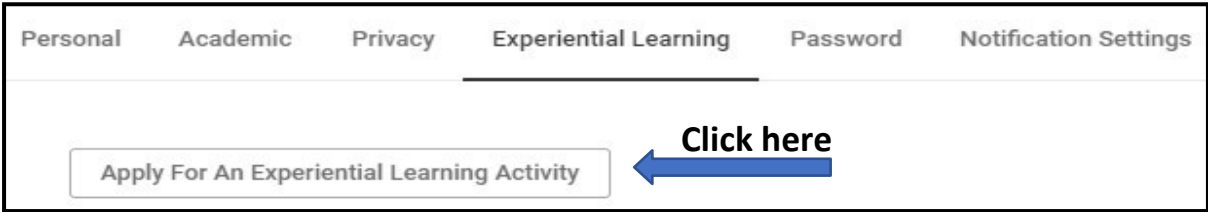
Action steps are specific implementation plans and strategies of how you will achieve your goals. Please identify the action steps required to reach your career goals. This might include experiential learning activities you are interested in completing, or development of specific skills to assist you in reaching your goals.

Delete

Once you submit your Experiential Learning Action Plan, this screen below should pop up. To locate the Activity Application, click on My Account and then Experiential Learning on the following page.



4. Submit your Activity Application Form



Choose the activity that you’re registering for and complete the necessary fields.

If you are registering for Career Exploration Experience (CEE), the system will ask you to designate the number of credits you are registering for (1, 2 or 3 credits). **Internship is always 3 credits.**

Make sure to look at your [Academic Department E360 Requirements](#) for information on how many hours are required per credit.

Activity Type \*

Which experiential learning activity are you applying for?

Note: If you do not meet the pre-requisites for the activity, your form will be rejected. Please make sure to view activity pre-requisite information either in the policy associated with each activity (will show below upon selection) or on the E360 website prior to selection.

The Student Research, Experiential Learning Courses and Teaching Experience options should only be selected if you are registered in a relevant course and wish to add your experience to your record for inclusion on the DelVal Experience Transcript.

If the drop-down menu is blank (the activities are not showing), please email [e360@delval.edu](mailto:e360@delval.edu).

**Choose the term that you're registering for as the semester participating.** Dates of activity should match selected term. The University offers a [discounted tuition fee](#) for students who choose to participate in the activity during the Summer or Winter terms, or if student exceeds 19 credits in the Fall or Spring terms.

### List your Learning Objectives

Learn more about writing effective learning objectives here ([page 5](#)).

Each learning objective should have its own box. To add more, click "add learning objective."

You will submit 1 more learning objective than the number of credits registered for.

*For example: 1 credit CEE = 2 learning objectives.*

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### Additional Information:

**Designate your Site Supervisor** – this is the individual who will be supervising you at your work site. Double check your site supervisor's email address! This will help move the approval process along.

**Agree to the policies** outlined on the form by writing your full name in the textbox (your electronic signature). If you'd like to read over the policies per activity prior to registering, [click here](#).

**Learning Objectives \***  
Please enter at least 2 Learning Objectives, but no more than 4

**Learning Objective Information**

**Learning Objective - What you want to learn or do through this experience \***

- For **1 credit Career Exploration Experience, Civic Engagement, Community Service, Leadership Development or Study/Cultural Experience Abroad** - submit 2 learning objectives.
- For **2 credit Career Exploration Experience**, submit 3 learning objectives.
- For **Internship or 3 credit Career Exploration Experience**, submit 4 learning objectives.

Delete

Add Learning Objective

## 4. Review & Approval Process

### 1. CSPD

- CSPD Staff will review application's activity dates, hours, GPA requirement and troubleshoot issues.

### 2. Site Supervisor

- Upon review, an email will be sent to your Site Supervisor asking for verification of your position from [E360@delval.edu](mailto:E360@delval.edu).

### 3. Department Chair

- The application will be sent to your Department Chair for approval of the position and meets the requirement for experiential learning credits.

### 4. Registration (CSPD)

- Once approved on all levels, you will be registered in the course by the CSPD. Make sure to check your student email for confirmation of your registration.
- Check your email for details from the instructor at the start of the term and log in to the Blackboard course site to start participation in your online course

### Additional Information

- Deadlines to submit your Activity Application Form are sent via registration email and posted on the CSPD SharePoint – must be submitted by 4:30pm.
- This allows time for all application required approvals prior to the start of the term.
- It is strongly encouraged that you submit your activity application early to allow the most time for clearance of all required approvals.

If you have questions regarding the Experience360 application/registration process, contact [E360@delval.edu](mailto:E360@delval.edu).