

Academic Career Exploration Experience (CEE) STUDENT POLICIES & GUIDELINES



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://delval.edu/bursar/undergraduate-tuition>.

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.*
 - *Animal Science – Livestock Science and Dairy Science = 75 hours/credit*
 - *Equine – Science, Breeding, Studies = 75 hours/credit*
 - *Small Animal Science, Conservation and Wildlife, Zoo Science = 56 hours/credit*
 - 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.