

Field Experience Credit Policy

for

Cooperative Education Internships

Agricultural and Biosystems Engineering Department
North Dakota State University

The field experience (Cooperative Education Internship) program for majors in Agricultural and Biosystems Engineering and Agricultural Systems Management is intended to give students an opportunity to explore career interests while they are completing an undergraduate degree. The faculty members of the Agricultural and Biosystems Engineering Department recognize the value of these academically related work experiences. Academic credit for these programs can be awarded through the department (ABEN/ASM 496), or through the Cooperative Education program (ABEN/ASM 397), or both. Salaries are usually earned for these work experiences.

Guidelines

1. One department college credit (ABEN 496, or ASM 496) may be awarded for each full-time, full semester, summer, or summer plus semester work experience related to the student's field of study.

Credit cannot be awarded if it has not been arranged and approved **before** the work experience is initiated.

2. Credits earned through the Cooperative Education program (ABEN/ASM 397) do not satisfy ABEN or ASM curriculum requirements.
3. Field experience course numbers

ABEN/ASM Programs

ABEN 496
ASM 496

Co-Op Program

ABEN 397
ASM 397

4. A maximum of two departmental credits (ABEN 496, or ASM 496) for completion of Cooperative Education work experiences may be counted toward degree requirements. ABEN credits can be applied to ABEN and/or technical elective categories in the curriculum. ASM credits can be applied to the ag/bio elective or free elective categories of the curriculum.
5. To count a field experience credit towards a major, students must be registered for departmental credit during the semester in which the work experience takes place.

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6. Students are required to write a report for departmental course credit (ABEN/ASM 496). The report must be submitted to the ABEN Department Chair before the end of the semester of registration, which is the semester in which the work experience takes place. If the report is not submitted before the end of finals week of the semester of registration, a grade of Incomplete (I) will be given for the course. If a report is not submitted before the deadline specified by university policy, usually the seventh week of the following semester, the Incomplete (I) grade will automatically change to a Failure (F) grade per university policy.

The report should include two sections. The first section should cover the employing company/agency and the position responsibilities. It should include a general description of the employing company/agency, including but not limited to, products produced or service provided, size, history, clients served, and organizational structure. It should also include a description of specific job responsibilities.

The second section of the report should discuss the student's learning experience. This section should include a general description of new learning experiences during the work period; descriptions of responsibilities assumed, especially leadership responsibilities; an overall evaluation of the work experience and an evaluation of the employing company/agency relative to the internship. It should also include a discussion of how the student's college classes helped him/her during the experience, how the ABEN or ASM program could have better prepared the student for the experience, and how the student could have better prepared for the position. It should also include a statement of how the experience will benefit the student in the future.

7. Grading

The grading will be pass/fail (P/F).