

EXPERIENTIAL LEARNING EMPLOYER GUIDE

What is experiential learning?

Experiential learning at Malone University is known by several titles: internship, cooperative education, practicum, field experience, or clinical experience. No matter what the title, experiential education is a planned learning process, integrating classroom theory with supervised work assignments that are relevant to a student's academic coursework and/or career goals. Experiential learning differs from a part-time job in that it is an academic component to the University curriculum in which learning is the primary objective. Malone students are prepared to make significant contributions to their employer and will use their knowledge and skills to help advance the mission of the organization. The worksite supervisor provides instruction and evaluation of the student based on a series of planned learning objectives developed by you, the student and a faculty/staff supervisor at Malone University.

All cooperative education positions at Malone University are for academic credit (maximum of 3 credit hours per term) and they are usually paid positions (we recommend a minimum stipend of \$1,200 for the term). The stipend or hourly wage is not a requirement to serve as an experiential learning site. We are simply making the suggestion and hope you understand the financial obligation of each student when enrolling in an experiential learning opportunity for academic credit.

An internship does not have to be for academic credit and it can be a paid or an unpaid position. If the position is for academic credit then most of the time it will be coordinated and supervised by academic departments in cooperation with worksite supervisors.

Why should your organization become an experiential education site?

Lower labor cost: Interns and co-op students are highly motivated, qualified, dependable and ready to make significant contributions to their employer. They are usually paid an hourly rate and because of their limited term of employment, experiential education students help to minimize the rising cost of employee benefits.

Lower recruitment cost: Using actual on-the-job performance in a co-op or internship position as the basis for making new hires not only eliminates costly recruitment activities but also improves personnel selection. You are hiring known individuals who have proven to be productive and demonstrate a good fit for your organization.

Improved employee retention: Job and career expectations of experiential learning students are more realistic because of their exposure to real work environments. When hired after graduation, co-op and intern students have a greater than average retention rate than other employees.

Improved work performance: Co-op/intern students gain significantly more knowledge during their work assignments, which enables them to begin at a higher level of responsibility and productivity in contrast to inexperienced graduates.

As a point of clarification, employers are not obligated to hire interns full-time after the student is graduated from Malone University. However, in many cases they are eligible for hire and you will have observed their internship performance to help you make an informed decision.

What types of jobs are applicable for experiential learning?

Employing a co-op or intern student is an excellent way to enhance employer productivity. These students can be hired to handle one-time projects, continuing projects that may often be filled by temporary staff, or various entry-level tasks. The preferred situation is for the student to be engaged in the type of work they would most likely perform upon graduation. The difference being that they are typically more closely supervised during their co-op/internship assignment. Some examples of the areas in which Malone

University students have been assigned are accounting, sales, marketing, banking, finance, merchandizing, natural sciences, computer science, public relations/communications, manufacturing, social services, ministry, education, and public service.

What types of work schedules are available?

Experiential learning at Malone University is a parallel program, meaning that students will continue to be enrolled full-time while working part-time (we recommend 15-20 hours per week), during the academic semesters. During the summer months students are usually available for full-time employment at the designated sites. The length of term will vary depending on the employer's needs and availability of the students. Generally the length will be 15 weeks during the fall, spring and summer sessions. Students are often able to work the entire summer but are only enrolled in experiential learning for a 15 week period of time. In all cases, experiential learning is designed to have a specified beginning and ending date.

How does your organization get started?

There is very little work required for an employer to become an internship or co-op site. Contact the Career Development Center and ask to speak with our Director or Assistant Director regarding your experiential learning opportunity. If we have the major and pool of candidates to meet your needs we will ask you to send us a job description and qualifications required for the position. In consideration of the mutual benefits of providing an experiential learning site for Malone University students your organization must agree to the following:

1. *Accept qualified students and assign jobs without regard to age, race, sex, national origin, religion (except when permitted by law), disability or color*
2. *Designate specific personnel to supervise the students and to serve as liaison between the employer and the University*
3. *Provide a work assignment that will satisfy minimum clock hours for the number of credit hours in which the student is enrolled*
 - a. *One credit requires 45 clock hours*
 - b. *Two credits requires 90 clock hours*
 - c. *Three credits requires 135 clock hours*
4. *Provide a training experience for the student and assist the student in structuring and completing appropriate learning objectives*
5. *Notify the University supervisor immediately of any change in the student's job duties and/or work supervisor*
6. *Evaluate the work performance of the student at the conclusion of the co-op or internship term – the form is provided by the University*

An online resume book and job-posting site will be available to you when you become a partner with Malone University in our experiential learning program. MaloneCareerConnections.com (MC²) is the name of our system and we use it to post all internships and full-time career opportunities at no cost to the employer. In addition, the system is linked to Neointern.net, which is a consortium network of 16 colleges and universities in northeast Ohio. Students who are registered to use the system upload their resume into electronic notebooks, which are available to employers for review 24/7. Students can also register to use the Job Agent, which will alert them of job postings that match with their skills and area of interest. As students apply for your positions you choose the candidates you wish to interview. All negotiations regarding amount of pay, work schedule and duration are made between the student and employer.

To get started, contact the Career Development Center today.

Career Development Center

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