

SMU Field Exploration

Information & Registration For Students & Faculty



Saint Mary's University
Internship Office
700 Terrace Heights #6
Winona MN 55987

Office Information
70 Griffin Hall
Campus Box 6
Email: internships@smumn.edu
Phone: 507-457-6695
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Hours
M – F 8:00 am – 4:30 pm

SAINT MARY'S UNIVERSITY FIELD EXPLORATION PROGRAM

"GET EXPERIENCE!"

Congratulations on deciding to participate in a field exploration experience!

COURSE 298

The field exploration program at SMU enables qualified sophomores an opportunity to explore a field and/or major and gain basic knowledge. Field exploration is a planned work experience for academic credit that involves mainly "observation" and limited "hands-on" experience. This experience is generally part-time and unpaid.

ELIGIBILITY REQUIREMENTS:

Must have completed a minimum of 30 semester credit hours (at least sophomore status).

Maintain a 2.0 cumulative GPA.

Must be enrolled at Saint Mary's at least one semester prior to participating in field exploration.

Must have approval from an academic department to participate in field exploration (meet with the department's designated faculty supervisor for departmental requirements).

EARNING CREDIT FOR FIELD EXPLORATION:

Students may receive academic credit for field exploration experiences, which are approved by the faculty supervisor from their major department.

1-3 credits can be earned with a maximum of 17 for any combination of internship and field exploration.

The formula for calculating credits is: **45 contact hours = 1 credit hour**. See your faculty supervisor for specific departmental guidelines.

STEPS TO OBTAINING A FIELD EXPLORATION EXPERIENCE:

Talk to faculty, family, and mentors to help you determine your academic and professional interests.

Meet with your faculty supervisor and complete the "Field Exploration Application" form. Submit your application to the Internship Office at least 4 weeks prior to your intended start date.

Visit the Internship Office to discuss possible sites and to discuss the required forms. Faculty may also be helpful resources when looking for a site.

ONCE YOUR FIELD EXPLORATION SITE HAS BEEN SECURED:

Seek site approval from your appointed faculty supervisor by writing up a learning proposal and discussing it with him/her (see attached guidelines). Obtain the signature of your faculty supervisor on your proposal and submit it along with the registration form to the Internship Office.

Note-you will not be able to register until you submit the signed proposal.

ONCE THE EXPERIENCE STARTS:

Maintain communication with your faculty supervisor on a regular basis (by phone, email or in person). Submit a reflection paper at the conclusion of your field experience to Career Services and Internships (see Reflection paper guidelines and due dates below).

Fulfill any additional requirements established by you and your faculty supervisor.

FIELD EXPLORATION LEARNING PROPOSAL GUIDELINES

On a separate sheet of paper type the following information:

Your name

Term and Year of experience

Name and address of the Site

Name and phone number of your site supervisor

Description of your Field Experience, what you intend to learn, and what activities will allow you to learn.

REFLECTION PAPER GUIDELINES

You are required to submit one reflection paper per field exploration experience. This paper should be 4 -5 typed pages. It should include the following:

Documentation of the number of hours you spent at your site.

Discuss the activities you observed including any hands on experience that took place.

What have you learned personally, academically, and professionally? Discuss any insights you have about your likes and dislikes in the profession.

As a result of this experience, indicate any skills you developed.

Reflection Paper Due Dates

Fall Experience – December 10

Spring Experience – May 1

Summer Experience – August 10

2015 – 2016 PROGRAM COSTS

Summer 2015, Fall 2015, Spring 2016

All Students

*Semester Tuition \$15,415

**Per Credit \$ 1,026

Note: * “Semester tuition” charges apply to any experience of 12 – 17 credits

** The “per credit” charges apply to experience of 1 to 11 credits during the academic year, credits added to an existing course load of 17 credits, and to all summer credits.

EXPECTED BEHAVIOR

During the term of the field exploration you should present yourself as if you were an employee of the sponsoring organization, performing and conducting yourself the same as that expected of any employee. Moreover, since the sponsor has agreed to accept a university student, and since host organization can be hard to find, we hope your performance will enable SMU students to enjoy this opportunity in the future. Please remember that life in the working world is different from the rhythm of life in college. Vacations and days off in one world will not necessarily be the same in the other. Any time off, vacations, etc. should be negotiated with your work supervisor prior to beginning your experience.

GRADES

Your final grade for your experience is determined by your SMU faculty supervisor. The grade noted on your performance evaluations by your site supervisor is only a recommendation. It is your responsibility to make sure your site supervisor completes the evaluation forms on time and submits them to the Internship Office.

Credit and grades awarded for an experience are based on your "learning" rather than the experience itself. For this reason, it is extremely important that you actively demonstrate what knowledge or skills you have acquired as a result of your experience. Your grade will be based on your reflection paper, evaluations, communication with your faculty supervisor and the completion of any other assignment required by your department/faculty supervisor.

FIELD EXPLORATION CHECKLIST

PLANNING

	Meet with your faculty Supervisor.
	Read through the Field Exploration Handbook
	Complete the Application Form and submit to the Internship Office.
	Contact potential sites
	Secure your site
	Complete the Learning Plan/Proposal
	Complete Learning Plan Cover Sheet
	Read and sign Off-Campus Study Agreement
	Complete Registration Form

DURING YOUR FIELD EXPLORATION EXPERIENCE

		Summer	Fall	Spring
	Site Supervisor's Mid-term Evaluation	July 1	October 15	March 1
	Site Supervisor's Final Evaluation	August 10	December 10	May 1
	Reflection Paper	August 10	December 10	May 1
	Final Meeting with Faculty Supervisor	Before 9/1	Before 12/11	Before 5/1

**It is recommended that you maintain regular communication with your faculty supervisor (by phone, email, or in person) throughout your experience.



FIELD EXPLORATION APPLICATION

DATE _____

NAME _____

CAMPUS P.O. _____ CAMPUS PHONE OR LOCAL PHONE _____

E-MAIL ADDRESS _____

PERMANENT ADDRESS AND HOME PHONE _____

MAJOR _____ YEAR IN COLLEGE (CIRCLE ONE): SO JR SR

NUMBER OF CREDITS DESIRED _____ FACULTY SUPERVISOR _____

SEMESTER YOU DESIRE FIELD EXPLORATION _____ 20____
(I SEMESTER, II SEMESTER, SUMMER)

CUMULATIVE G.P.A. _____ for _____ credits completed

Do you have a field exploration site secured already? (if so, where)

You must obtain faculty approval before you will be able to participate in field exploration. Your signature below indicates you have ascertained the cost of academic credits secured through the Field Exploration Program.

Student Signature Date

As a Faculty Supervisor, your signature indicates you are recommending the student participate in an experience and that he or she is in good academic standing.

Faculty Supervisor Signature Date

**SAINT MARY'S UNIVERSITY OF MINNESOTA FIELD EXPLORATION
STUDENT AGREEMENT**

STUDENTS MUST SUBMIT THIS COMPLETE FORM TO THE INTERNSHIP OFFICE WHEN REGISTERING FOR AN ACADEMIC FIELD EXPLORATION EXPERIENCE

This is a release. Please read carefully

I, _____, am a student at Saint Mary's University of Minnesota (hereafter "the University") and plan to undertake a field exploration experience during:

_____ Fall _____ Spring _____ Summer, 20_____ at the following location:

I understand that the University does not control the way in which the experience and site is structured or operated. In granting academic credit for the field exploration experience, the University affirms that, to the best of its knowledge, the experience is an appropriate curricular option for me.

I understand that I am responsible to my field exploration site for work assignments during the field exploration period.

I understand that as a participant in a field exploration experience my work and actions will be a reflection on the University. By signing this agreement, I pledge to deport myself in a manner that reflects favorably on the University. I understand that the University may discipline or dismiss a student for behavior detrimental to the experience or the University. I further understand that a dismissed student will not receive academic credit or a refund of any tuition or fees related to field exploration in such an event.

I understand that I must provide sufficient health and accident insurance to cover me during my field exploration experience. I further understand that I am responsible for the costs of such insurance and for all expenses not covered by insurance.

I understand that I will not be entitled to unemployment compensation benefits upon completion of my field exploration experience.

I understand that the University reserves the right to make cancellations, changes, or substitutions to my experience in cases of emergency or changed conditions. I grant the University the right to take actions necessary to protect my health and safety during the field exploration experience and to guard the integrity of the experience.

Being fully aware of any and all risks associated with this experience, I agree to assume full responsibility for such risks, including any travel. I do release, waive, forever discharge, and covenant not to sue the University, its Board of Trustees, officers, agents, and employees from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I or my property may suffer from my participation in this field exploration experience. This release shall bind members of my family, my estate, my heirs, administrators, personal representatives, or assigns and anyone else who might have a derivative cause of action from any injury to me or my property. I have carefully read this agreement, fully understand its contents, and voluntarily enter into it.

I am at least 18 years of age and full competent to sign this document.

Student Signature

Date: _____