

COLLEGE OF AGRICULTURE AND LIFE SCIENCES

EXTERNAL LEARNING EXPERIENCE (ELE) AEE 492

GENERAL INFORMATION AND PROCEDURES

Course Objective - To provide an off-campus academic framework within which students may learn through work related experiences and apply knowledge gained from their academic course work.

Credits - A maximum of 3 credit hours will be allowed per summer or semester of External Learning Experience (ELE). Four-year students will be permitted to earn a maximum of 6 credit hours in any combination of ELE (492) and Special Problems (493), etc. ELE credit hours will be used as free or agricultural electives in meeting departmental course requirements. This means that such credits can be used to fill the Group C or free elective category.

Types of Experiences

1. Must be off-campus. Special Problems (AEE 493) must be used for on-campus learning experiences. (Branch Research Stations and Extension Services are a part of the NCSU campus.)
2. Must be a new experience each work period. For example, a second summer experience doing essentially the same thing as a previous summer would not qualify.
3. Must relate to the student's on-campus academic program. (ELE adviser will verify appropriateness of work experience.)

Grading - S-U grades will be given. Grading will be based on the completeness and quality of the final report and evaluation by the ELE adviser, departmental undergraduate coordinator, and director of Academic Programs.

Responsibility of Student Participant

1. Student is responsible for registration in ELE. For summer experiences, the student may enroll in AEE 492 in the fall semester following the experience. However, application for ELE must be made prior to the experience and, upon completion, forwarded to the director of Academic Programs. Once all the signatures are obtained, the application will be returned to the departmental undergraduate coordinator's office for future reference.
2. Student is responsible for arranging the external learning experience with the employer/supervisor, completing the Memorandum of Agreement form prior to the beginning of the work experience, obtaining the ELE adviser's signature and submitting the final report at the appropriate time. (The ELE adviser and/or departmental undergraduate coordinator will be responsible for obtaining all other needed signatures and reporting grades, etc., to the Department of Registration and Records.)

3. Student is responsible for carrying out all tasks set forth by the employer/supervisor.

PROCEDURE FOR PARTICIPATION IN THE CALS EXTERNAL LEARNING EXPERIENCE

1. Determine the work experience to be pursued. Consultation with your ELE adviser or departmental undergraduate coordinator and your prospective employer/supervisor is strongly encouraged.
2. Obtain a copy of the Suggested Memorandum of Agreement for Training from the departmental undergraduate coordinator's office. Complete this form and turn in to your ELE adviser prior to the start of your training period. Your ELE adviser will be responsible for obtaining the signatures of the undergraduate coordinator.
3. Register for ELE for the semester immediately following the experience. Indicate the proper number of credits agreed upon in step 1 above.
4. Meet all requirements of employer/supervisor during the training period. Consult with your ELE adviser as necessary.
5. Prepare for the final report and submit it to your ELE adviser by the deadline specified by your ELE adviser.
6. The ELE adviser and/or departmental undergraduate coordinator will then be responsible for reporting the recommended grade (S or U) to the CALS Director of Academic Programs Office.

GUIDELINES FOR ELE FINAL REPORT

1. The objectives of your program - what were you trying to accomplish in your external learning experience (the objectives will vary in number and scope)?
2. What specific types of work did you do? What equipment did you use? What new techniques did you learn? These do not need to involve machines or hardware and could deal with communication methods. Did your level of expertise increase during the experience? Did you progress in your level of responsibilities?
3. What did you accomplish with your activity? This portion of your report does not need to be facts and figures. It can be philosophical. What did you learn about yourself? What are your attitudes and talents for the work you did?
4. Finally, in a personal way, tie it all together. How do you see this experience affecting your career? Single out specific instances that were especially rewarding. How much have you grown professionally?

NOTE: These reports should be typed. They do not need to be long; most reports are three to five pages in length.

**NORTH CAROLINA STATE UNIVERSITY
COLLEGE OF AGRICULTURE & LIFE SCIENCES**

**EXTERNAL LEARNING EXPERIENCE (ELE)
AEE 492**

SUGGESTED MEMORANDUM OF AGREEMENT FOR TRAINING

Student _____ Student ID# _____ Major _____

Local Address _____ Phone () _____

Permanent Address _____ Phone () _____

Faculty Adviser _____ Dept. _____ Phone () _____

Employer _____ Supervisor _____

Employer's Address _____ Phone () _____

Employment Period - Beginning _____ Ending _____

Hours per Week _____ Number of Weeks _____

Semester Student will Register for ELE _____ Year _____

Numbers of credits (hours) to be received for ELE after satisfying ELE requirements _____

Experience activities for the student (cooperatively developed and agreed upon by the student, ELE adviser and employer/supervisor).

Broad description of activity and/or experience _____

Specific types of activities that will be done

Time allocation (estimated percent)

1. _____

2. _____

3. _____

4. _____

Management and decision-making experiences in which student can participate:

What do you expect to gain from this experience (objectives)?:

Additional comments by ELE adviser_____

Additional comments by ELE employer/supervisor_____

Final report of student on External Learning Experience due _____

We, the undersigned, agree to conform to the program guidelines and with this Memorandum of Agreement:

Signed_____

Student

Date_____

Signed_____

ELE Adviser

Date_____

Signed_____

Employer/Supervisor, Company/Business

Date_____