

**Department of Biological & Agricultural Engineering
External Learning Experience
BAE 492**

Memo of Agreement for Training

Must be completed and turned in at the beginning of External Learning Experience

Student should complete sections highlighted in **light gray**. Supervisors should complete the sections highlighted in **dark gray**. Un-highlighted sections will be completed by the faculty adviser.

Student _____ **I.D.#** _____ **Major** _____

Local Address _____ **Phone** () _____

_____ **Email** _____

Permanent Address _____ **Phone** () _____

Semester Student will register for BAE 492 _____ **Year** _____

What do you expect to gain from this experience? List objectives.

Employer _____ **Supervisor** _____

Address _____ **Phone** () _____

_____ **Email** _____

Employment Period: **Beginning** _____ **Ending** _____ **Hours per week** _____

Brief Description of External Learning Experience _____

Specific types of work that will be done:

Time allocation (estimated percent)

1. _____
2. _____
3. _____
4. _____

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

Additional Comments by Employer/Supervisor

Faculty Adviser _____ Dept. _____ Phone () _____

Number of credit hours to be received for BAE 492 after satisfying all requirements _____

Additional Comments by BAE 492 adviser _____

Final Report of External Learning Experience due _____

We, the undersigned, agree to conform to the Program Guidelines and to this Memo of Agreement.

Signed _____ Date _____
Student

Signed _____ Date _____
Employer/Supervisor

Signed _____ Date _____
Teaching Coordinator

Signed _____ Date _____
BAE Adviser

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General Information & 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 (BAE 492). Students will be permitted to earn a maximum of 6 credit hours in any combination of BAE 492 and BAE 493 (Special Problems). BAE 492 will be used as free or departmental 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 (BAE 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 would not qualify.
3. Must relate to the student's on-campus academic program. (BAE Adviser will verify the 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 BAE Adviser and the Departmental Teaching Coordinator.

Responsibility of Student Participant:

1. Arrange work experience with the employer/supervisor.
2. Ensure completion of the Student and Employer sections of the BAE 492 Memo of Agreement for Training *prior to the beginning of work experience*.
3. Register for BAE 492 the semester immediately following the experience. Indicate the proper number of credits allowed for experience.
4. Carry out all tasks set forth by the employer/supervisor and conduct yourself in a manner which reflects positively upon the BAE Department and NC State University.
5. Submit the final report to BAE Adviser by the due date specified. (BAE Adviser will be responsible for obtaining all other needed signatures and reporting grades to Registration & Records.)

Guidelines for BAE 492 Final Report:

1. The objectives of your program – what you expected to accomplish or gain from the work experience. (from Memo of Agreement)
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 – for example, 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 during your experience? This portion of the report does not need to be about facts and figures. It may be philosophical or thoughtful in nature. 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?

*The report should be typed. It does not need to be long; most reports are 5 – 10 pages in length.