

EXPERIENTIAL LEARNING EMPLOYER GUIDE

Experiential learning at Malone University is known by several titles:

- Internship (does not have to be for academic credit - can be paid or unpaid)
- Cooperative Education (academic credit – max 3 credit hours - usually paid)
- Practicum
- Field experience
- Clinical experience

It 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.

Why do this?

- **Lower Labor Cost:** Interns and co-op students are highly motivated, qualified, dependable, and ready to make a significant contribution 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 eliminate costly recruitment activities but also improves personnel selection.
- **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.

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.

Work Schedules

Students continue to be enrolled full-time at Malone University 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 the availability of the students. Generally the length will be 15 weeks during the fall, spring and summer sessions. Experiential learning is designed to have a specified beginning and ending date.

Getting Started

Organizations 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 = 45 clock hours
- b. Two credits = 90 clock hours
- c. Three credits = 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

Our online resume and job-posting site at www.collegecentralnetwork.com/malone/ will be available once you become a partner with Malone University in our experiential learning program. As students upload their resumes/portfolios into the system, they become available to employers to view at any time. As students apply for your positions you choose the candidates you wish to interview. All negotiations regarding amount of pay, work schedules, and duration are made between the student and employer.