

III-1.060 Off-Campus Experiential Learning

Students enrolled in designated programs will participate in off-campus learning settings that are consistent with their curriculum majors.

Procedure:

1. Each department utilizing experiential learning experiences, as defined by the North Carolina Administrative Code, Title 23, Section 2D.0323 (student work experiences) as part of its curriculum/program requirements is to have on file in its respective office established procedures and requirements for those experiences. Examples of student work experiences include practicums, internships, clinicals and cooperative education.
2. Those departments offering work experiences classified as cooperative education should have on file with the School-to-Work Transitions Office established requirements and procedures for cooperative work experiences.
3. The procedures and requirements referenced in 1. and 2. above should include, but not be limited to, the following, when applicable:
 - a. Location of the off-campus setting.
 - b. Faculty member in charge of the student's off-campus experience.
 - c. Duration of the learning experience.
 - d. The specific group(s) of students who participate.
 - e. Specific dress requirements, if any.
 - f. Student responsibilities or duties while engaged in the off-campus activities.
 - g. Attendance requirements.
 - 1) Allowable absences.
 - 2) Provisions for making up work missed, if any.
 - 3) Provisions for attendance record-keeping while off campus.
 - h. Medical or OSHA requirements.
 - i. Housing provisions for overnight(s), if applicable.

- j. Permission or release statements required of places of business, schools, offices, hospitals, parents or any other participating group.
- 4. The departmental procedures and requirements are to be distributed to participating students prior to their engaging in off-campus experiential learning activities.
- 5. Each department is to make certain that each participating student is covered by hospitalization and accident insurance protection. The student may either enroll in Standard Life Student Accident Insurance protection offered by the institution, or maintain a policy of his/her own. If the student maintains his/her policy, he/she must furnish his/her department with the name of the company and the policy number.
- 6. Students are to be informed of any specific requirements/procedures, which are demanded of students by their specific off-campus learning environments prior to their engaging in off-campus work.

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