



Experiential Learning is defined at Case Western Reserve University as an innovative approach to education that emphasizes hands-on experience. The Career Center coordinates and supports two primary experiential learning programs, Internship and Practicum.

Internships

Internships are experiential learning opportunities available to all undergraduate and graduate students at CWRU who wish to explore a career path in order to clarify career goals. Internships may be part-time or full-time, paid or unpaid, though most are paid. By design, internships are broader-based, exploratory experiences. It is suggested that students enter internships with learning objectives in mind and share those objectives with a mentor or supervisor at the internship site.

Practicum

Practicum is an experiential learning collaboration between a student, a faculty advisor of his or her choosing, and an employer, coordinated by the Career Center's Experiential Learning Specialist.

The program is designed for upper-level undergraduate students enrolled in the College of Arts and Sciences and/or the Weatherhead School of Management who wish to pursue a particular, identified career path. While completing a practicum assignment, a student works full-time in a professional setting and does not take classes. During the fall or spring semesters, the student must work for a minimum of 14 weeks or 560 hours; during the summer, he or she must work for a minimum of 10 weeks. The student will maintain full-time student status during the experience.

Students who successfully complete the Practicum Program (as determined by the Career Center's Experiential Learning Specialist and the Faculty Advisor, with recommendations from the employer) receive transcript notation.

Intended Learning Outcomes for Students

- Integrate academic theory with practical experience in a professional field of interest
- Clarify career goals
- Develop content specific and transferable skills
- Establish mentoring relationships with professionals in a career field of interest
- Build a professional network

Benefits to Employers

- Utilize the ideas, skills and talent of bright young students over extensive time period
- Contribute to the development of the future workforce in your field
- Recruit and evaluate potential employees
- Increase presence on campus

For more information about the Practicum Program, please contact Drew Poppleton, Experiential Learning Specialist, at 216-368-4433 or drew.poppleton@case.edu.



Key Responsibilities of Practicum Participants

Students	Faculty Advisors	Employers/Supervisors
Meet with Experiential Learning Specialist (ELS) one semester prior to intended practicum term	Meet with practicum student to discuss program requirements and positions under consideration	Register your company or organization with Case CareerLink , and include practicum student's supervisor as a contact
Meet with academic advisor to discuss how practicum would affect graduation timeline	Assist student with creating learning objectives, ensuring that they are specific and intentional	Ensure that the student has a supervisor who can provide information about company policies, expectations, key contacts, and consistent feedback
Visit Office of Financial Aid, Housing, and ISS (if applicable) to review logistics of participating in program	Review and approve learning objectives by signing and returning to ELS	Review the practicum student's learning objectives prior to the start of his or her employment with your company
Identify a Faculty member to serve as your advisor and to help you create appropriate learning objectives	Determine with student how reflection assignments will be designed and submitted prior to start of student's experience	Provide an orientation for the student that covers the following areas: <ul style="list-style-type: none"> ▪ Facility tour ▪ Worksite policies and procedures ▪ The organizational structure ▪ The office culture ▪ Introduction to co-workers
Once you accept a position, share offer letter with ELS and Faculty Advisor	Provide feedback on reflection assignments throughout semester (or at end)	Support a possible site visit from the Experiential Learning Specialist during the semester. I will contact you to coordinate the site visit
Share learning objectives with your Faculty Advisor and Practicum Supervisor. Return a signed copy of the learning objectives form (available in Case CareerLink) to ELS	Confer with ELS at the end of the semester to determine whether or not student should pass Practicum	Conduct a mid-point (week 7) and end-point (week 14) evaluation of the practicum student in Case CareerLink. Share your evaluation with the student so that he or she can gain valuable feedback
Fill out Practicum Form in Case CareerLink		
Register for non-credit practicum courses and receive class permit from Experiential Learning Specialist (all done in SIS)		
Fill out the mid-way point Self-Evaluation in Case CareerLink		
Discuss the possibility of an on-site visit with ELS at mid-way point		
Fill out the Practicum Program Evaluation in CareerLink upon completion of practicum		
Fill out the final Self-Evaluation in Case CareerLink		
Fill out the Practicum Semester Report in CareerLink upon completion of practicum and upload reflection assignments		
Keep in touch with Faculty Advisor through reflection assignments		
Meet with ELS and Faculty Advisor to ensure that all steps have been completed and that you will receive transcript notation		

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Key Components of Practicum Program

- **Learning Objectives**—Under the guidance of the Faculty Advisor, student creates 3 learning objectives that reflect what the student wants to get out of the experience, the methods the student will use to evaluate whether or not the goals have been met, and how the student will present proof of their attainment. These goals must then be approved by the Faculty Advisor first and then the Practicum Supervisor at the place of work.
- **Mid-point and Final Evaluations**—Students complete self-evaluations at the mid-point and end of the practicum experience. Practicum Supervisors also evaluate students at these times. The evaluations, which are located and completed in Case CareerLink, contain questions designed to determine how successful the student has been in achieving the learning objectives and the extent to which the student has developed specific skills (i.e., self-confidence, problem-solving skills, teamwork, etc.).
- **Reflection Exercises**—Students must complete reflection assignments that are uploaded to Case CareerLink upon completion of the Practicum experience. The format, design, and content of these reflections should be determined together by the Faculty Advisor and the student. Some advisors ask students to submit weekly or monthly reports; others ask for a comprehensive reflection at the end of the experience.

Practicum-Internship Comparison Matrix

Criteria	Practicum	Internships
Eligible Students	Undergraduate students enrolled in the College of Arts and Sciences and/or the Weatherhead School of Management	All
Duration of Experience	Minimum of 14 weeks (full-time) or 560 total hours in fall or spring; minimum of 10 weeks (full-time) in summer	Minimum of 8 weeks (part-time or full-time)
Class Standing	Junior Status	None
GPA Requirement	Minimum of 2.5	None
Transcript Notation	Yes, upon completion	None
Registration	PRAC 001 or PRAC 002 (CAS students) / MGMT 001 or MGMT 002 (WSOM students)	None
Compensation	Paid or unpaid, but typically paid	Paid or unpaid
Components	Learning Objectives, Mid-point and Final Evaluations, Reflection Assignments, Program Report, and Semester Report	Learning Objectives suggested

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