

Experiential Learning Guidelines for Students and Employers

What is Experiential Learning?

Experiential Learning for Graduate Students is an academic offering that enables graduate students in M.S. and MBA programs to participate in experiential learning opportunities, offered by sponsoring employers through cooperative agreements with Franklin University. Experiential Learning provides students the opportunity to incorporate real-world application of their graduate studies and facilitates a relationship between sponsoring employers, students, and the university. Participation in Experiential Learning requires an application process, Program Chair approval, and enrollment in Experiential Learning for Graduate Studies (GRAD 610).

Curricular Practical Training (CPT)

Upon admission to Experiential Learning, international students in F-1 immigration status will be issued a Form I-20 with CPT authorization endorsed by one of Franklin University's Designated School Officials (DSO). Students must receive the endorsed I-20 prior to participating in Experiential Learning¹ and will need to present a copy of their Form I-20 authorizing CPT for their sponsoring employer's employment eligibility verification process² (Form I-9). For more information, [click here](#).

[1] [8 CFR 214.2(f)(10)(i)]

[2] [8 CFR 274a.2(b)(1)(i)]

Experiential Learning Eligibility

To participate in Experiential Learning for Graduate Students, currently enrolled students must:

- Earn at least 6 credits in residence at Franklin University
- Earn and maintain a GPA of at least a 3.0 on a 4.0 scale
- Be in good academic standing (Student has not been found responsible for a violation of Franklin's community standards)
- Satisfactory completion of PF 521 – Advanced Learning Strategies* with a pass grade
- Possess or be eligible to obtain work authorization for the required component
- Enroll in GRAD 610 – Experiential Learning for Graduate Studies**

It is ultimately the responsibility of the student to research, apply for, and obtain their Experiential Learning opportunity.

*PF 521 Advanced Learning Strategies

This course introduces new international students to a variety of cultural concepts germane to university life and graduate student expectations in the United States. Students will explore issues of individualism, academic integrity, communication, conflict resolution, and relationship building in academic and professional U.S. contexts. Concepts will be applied to practice-based scenarios using case studies, interactive activities, external interviews, writing assignments, and self-reflection. The learning outcomes for this course are:

1. Identify ways individualism and other cultural dimensions affect one's effectiveness in academic and professional practice environments in the United States.
2. Develop skills for communicating effectively in academic and professional contexts.
3. Identify characteristics of and practices for maintaining academic integrity in graduate studies.
4. Engage in personal and professional networking to build relationships within the Franklin academic and the Columbus professional communities.

**GRAD 610 Experiential Learning for Graduate Studies

Learning through doing has been widely recognized as a best practice to accompany formal classroom education. Internships, field experiences, and practicums are frequently used to fulfill experiential learning goals. This course provides

a structured, repeatable, accountable, and reflective way to incorporate academically relevant experiential learning into a graduate-level program of study. Upon successful completion of this course, you should be able to:

1. Communicate professionally using a variety of modalities (written, spoken, and technological).
2. Analyze and evaluate information to make reasoned arguments and solve problems.
3. Integrate knowledge and skills to engage with and respond to social, environmental, and economic challenges at local, national, and global levels.
4. Analyze and evaluate complex issues and situations to make informed ethical decisions.
5. Integrate theory and practice of an academic discipline based on the student's major area of study.

Documents Requirements to Apply for Experiential Learning

Two documents are required to apply to participate in Experiential Learning at Franklin University:

1. Official offer letter
2. Completed and signed Cooperative Education Agreement

Required Document 1: Official Job Offer Letter

Must be provided by the employer on company letterhead and should include the following information:

MM/DD/YYYY

STUDENT NAME
STUDENT ADDRESS

Dear **STUDENT NAME**,

This letter is to confirm that you have been offered an internship/employment with **NAME OF COMPANY** at **PHYSICAL ADDRESS OF TRAINING SITE**. This position will start from **EXACT START DATE** as **PART-TIME/FULL-TIME** for **NUMBER OF HOURS PER WEEK** until **ANTICIPATED END DATE**.

If you have any questions or need any further information, please contact **NAME OF SUPERVISOR** at **PHONE NUMBER** and **EMAIL ADDRESS**.

Best Regards,
OFFICIAL WITH SIGNATORY AUTHORITY
SIGNATURE
TITLE AND DEPARTMENT
COMPANY

Please specify the branch/physical location of employment if it is different from the official employment headquarters.

Required Document 2: Cooperative Education Agreement

The Cooperative Education Agreement is intended to identify participating parties and outline responsibilities in support of accomplishing desired outcomes. In order to engage in Experiential Learning, the employer and student will need to sign the Cooperative Education Agreement to certify that both student and employer understand the terms & conditions for authorizing a student to engage in Experiential Learning.

A Cooperative Education Agreement is required to approve CPT; therefore, international students in F-1 status will receive their Form I-20 authorizing CPT with the sponsoring employer upon completion of this process.

For more information, [click here](#).