

## COLLEGE OF AGRICULTURE AND LIFE SCIENCES

### ANS 492, External Learning Experience (ELE) ANS 493, On-Campus Learning Experience (OCLE) General Information and Procedures

**Course Objective:** To provide an academic framework within which students may learn through work-related experiences, teaching, research, or extension; to apply knowledge gained from academic course work to such learning experiences.

**Credits:** A maximum of 3 credit hours will be allowed per activity within External Learning Experience (ANS 492) or On Campus Learning Experience (ANS 493). Students will be permitted to earn a maximum of 6 credit hours for any combination of ANS 492 and ANS 493. These credit hours will be used as free electives in meeting graduation requirements. Students completing summer internships may register for ANS 492 in fall instead of summer.

#### **Types of Experiences:**

1. ANS 493 must be used for on-campus learning experiences, which include Branch Research Stations, Extension Services (in any county), and the College of Veterinary Medicine. ANS 492 is used for off-campus learning experiences only.
2. Must be a new experience each work period. For example, a second summer experience doing essentially the same thing as a previous summer would not qualify.
3. Must relate to the student's on-campus academic program. (The student's academic advisor will verify appropriateness of work experience if the student is majoring in Animal Science; otherwise, the Animal Science Undergraduate Coordinator will verify appropriateness.)

**Grading:** S-U grades will be given. Grading will be based on the completeness and quality of the final report, which will be evaluated by the student's academic advisor and the Animal Science Undergraduate Coordinator.

#### **Responsibility of Student Participant:**

1. Student is responsible for turning in the completed and signed ANS 492/493 Memorandum of Agreement to the Animal Science Undergraduate Coordinator's office **prior to the experience**. The Undergraduate Coordinator is responsible for registering the student, and the completed application will be filed in the Undergraduate Coordinator's office.
2. Student is responsible for arranging the work experience with the employer/supervisor, completing the Memorandum of Agreement, obtaining all signatures, submitting the Memorandum of Agreement to the Undergraduate Coordinator's Office prior to the beginning of the experience, and submitting the written reports at the appropriate times. The Undergraduate Coordinator will be responsible for reporting grades to Registration and Records.
3. Student is responsible for carrying out all tasks set forth by the employer/supervisor.

## PROCEDURES FOR PARTICIPATION IN THE ANIMAL SCIENCE ELE OR OCLE

1. Determine the experience to be pursued. Consultation with your academic advisor or Animal Science Undergraduate Coordinator and your prospective employer/supervisor is strongly encouraged.
2. Obtain a copy of the Memorandum of Agreement from the Animal Science Undergraduate Coordinator's office. Complete this form and obtain the required signatures and the approval of the Undergraduate Coordinator prior to the start of your training period.
3. Submit the completed Memorandum of Agreement to the Animal Science Undergraduate Coordinator's office prior to the experience. The Undergraduate Coordinator will register you for the appropriate number of credits based on the number of hours involved.
4. Meet all requirements of employer/supervisor during the experience period. Consult with your academic advisor as necessary.
5. Prepare the final report and submit it to your academic advisor by the date specified on the Memorandum of Agreement (determined by the Undergraduate Coordinator). Your advisor will mark suggested changes on your manuscript and will return it to you for revision. The revised copy (along with the original, marked copy) must be submitted to the Undergraduate Coordinator by the deadline specified in the Memorandum of Agreement. **Note:** *Please also consider giving a copy of your final report to the person who helped you arrange the experience.*
6. The Undergraduate Coordinator will then be responsible for filing your report and submitting your grade (S or U) to Registration and Records.

### GUIDELINES FOR FINAL REPORT

1. The objectives of your program - what were you trying to accomplish in your work experience? (the objectives will vary in number and scope).
2. What specific types of activities did you do? What equipment did you use? What new techniques did you learn? These do not need to involve machines or hardware - could deal with communication methods, etc. Did your level of expertise increase during the experience? Did you progress in your level of responsibilities?
3. What did you accomplish with your activity? This portion of your report does not need to be facts and figures; it can be philosophical. 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?

**\*NOTE:** These reports must be typed and double-spaced; most reports are five to seven pages in length. See number 5 under "Procedures" above for instructions.

Animal Science Undergraduate Coordinator's Office:  
Room 102 Polk Hall. Phone 919-515-3028; Fax 919-515-8753.

North Carolina State University  
 College of Agriculture & Life Sciences - Department of Animal Science

**ANS 492 - EXTERNAL LEARNING EXPERIENCE**  
**ANS 493 - ON-CAMPUS LEARNING EXPERIENCE**

Memorandum of Agreement

Check one: ANS 492 \_\_\_\_\_ ANS 493 \_\_\_\_\_

Student \_\_\_\_\_ ID# \_\_\_\_\_ Major \_\_\_\_\_

Local Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

Permanent Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

\_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Dept. \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Employer/Supervisor (name and location or address) \_\_\_\_\_

\_\_\_\_\_ Phone ( ) \_\_\_\_\_

Experience Period: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Hours per Week \_\_\_\_\_ x Number of Weeks \_\_\_\_\_ = Total hours \_\_\_\_\_

Credit hours requested\*\* \_\_\_\_\_ Credit hours granted\*\* (leave blank) \_\_\_\_\_

**Date written report due to Advisor:** (leave blank) \_\_\_\_\_

**Date revised reports due to Undergraduate Coordinator:** (leave blank) \_\_\_\_\_

Semester Student will Register for ANS 492 or 493 \_\_\_\_\_ Year \_\_\_\_\_

Learning Experience activities for the student (cooperatively developed and agreed upon by the student, advisor and employer/supervisor) follow:

Broad description of activity and/or experience (Example 1: Teaching Assistant for ANS 230 labs; Example 2: Work at a vet's office):

\_\_\_\_\_  
 \_\_\_\_\_

\*\* Credit hours granted: ANS 492 = 1 credit hour per 120 hours worked. ANS 493 = 1 credit hour per 120 hours worked unless it is an intensive experience (Undergraduate Research where the student is responsible for the research; Teaching Assistant where the student has supervisory, teaching, and/or grading responsibilities; or Extension Program Development where the student carries program responsibilities and is involved in presentation of the material); for intensive ANS 493, 1 credit hour is granted for every 45 hours worked.

Specific types of work that will be done	Time allocation (estimated percentage)
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

(must add up to 100%)

Management and decision-making experiences you may participate in:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you expect to gain from this experience (objectives)?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We, the undersigned, agree to conform to the program guidelines and with this Memorandum of Agreement:

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Student

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Employer/Supervisor\*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Student's Faculty Advisor\*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Animal Science Undergraduate Coordinator

**\* Please do not sign this form if it is not complete.**

This completed and signed form must be delivered to the Animal Science Undergraduate Coordinator prior to the beginning of the experience.

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