



## OFFICE OF CAREER PATHWAYS/CAREER SERVICES

500 West County Line Road  
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Greetings:

The Office of Career Pathways/Career Services at Tougaloo College partners with students as they explore possibilities, develop skills, and connect with opportunities related to their professional endeavors. Students can visit OCP/CS to seek guidance selecting a major, planning a career, developing job-search strategies, and more. As students prepare to complete their academic tenure at Tougaloo College, our office collects data to determine the percentage of students who participate in Experiential Learning Experiences. In addition, to assist with preparing students to be workforce ready, The Office of Career Pathways/Career Services hosts annual Graduate and Professional School fair and Career fairs and utilizes our Employer Relations Council as a platform for experiential learning opportunities and connecting students, alumni, and employers. OCP/CS also facilitates interviewing and information sessions between alumni, employers, and graduate schools who are interested in recruiting Tougaloo College students.

We encourage students to participate in interdisciplinary experiences to expand knowledge about career preparation, professional school planning, and various factors that will influence their career choices. Please complete the contents of this packet and return to The Office of Career Pathways/Career Services to receive graduation clearance.

Should you have questions or need additional information regarding the Experiential Learning Packet, please feel free to contact me directly at (601) 977-7783 or [mmccoy@tougaloo.edu](mailto:mmccoy@tougaloo.edu).

Sincerely,

*Melissa McCoy, Ph.D.*

Melissa McCoy, Ph.D.  
Director of CareerPathways/Career Services



## TOUGALOO COLLEGE OVERVIEW

### **Mission**

Tougaloo College is an independent, historically black, liberal arts institution, “*accessible to all regardless of race, ethnic origin, religion, or creed.*” Through its diverse curricula and fostering scholarly inquiry, the College prepares its students to be imaginative, self-directed, lifelong learners, and mindful thinkers, committed to leadership and service in a global society.

### **Purpose Statement**

Tougaloo acknowledges and respects its traditions, remains dedicated to the equality of all people, and continues to be a value-oriented community, where students are guided by a concerned faculty and staff.

The members of this community apply current knowledge to prepare students for lifelong learning related to new information and emerging technologies, as well as to humane standards in a global society.

Tougaloo offers an undergraduate curriculum designed to encourage students to apply critical thought to all areas of life; to acquire a basic knowledge of the humanities, the natural sciences, and the social sciences; to develop skills required in selected professions; and to provide leadership in a democratic society and in a changing world.

Tougaloo intends that its students become self-directed learners and self-reliant persons capable of dealing with people, challenges, and issues. Tougaloo College intends to contribute to the social, health, and educational needs of the local and state communities through a program of community service.

### **Career Pathways/Career Services**

The Office of Career Pathways/Career Services’ mission is to provide opportunities for students concerning the selection of career objectives, experiential learning and employment opportunities, graduate and professional school opportunities, and other career related activities.

Our goal is to empower students to reach their full potential by offering services in career development, experiential education, employment, and graduate school. The office serves as the bridge between student’s college experience and employment or graduate school – helping them apply what they have learned. By providing comprehensive resources, programs, and counseling on career development, Experiential Learning Experience, employment, and graduate school, we assist students and recent graduates in making career decisions, connecting with employers, and attaining their life goals.

Our principles of service are:

- We participate in a wide range of partnerships with employers, campus and local communities, and academic and administrative departments to enhance the development of students.
- Provide students with opportunities to engage in meaningful activities related to career development and employment.
- We build employer, community, and campus partnerships to create career opportunities.

### ***THE IMPORTANCE OF EXPERIENTIAL LEARNING***

Going to college is a critical step, but you can greatly enhance your classroom learning by gaining real world experience through completing an Experiential Learning opportunity. In addition to gaining great experience to compliment your classroom learning, college Experiential Learning allows you to add experience to your portfolio or résumé and make valuable industry contacts that can be essential to landing the ideal job upon graduation. Remember the adage, “It’s not what you know, but who you know.” In today’s competitive job market, it’s what you know and who you know that often makes the difference. Experiential Learning experiences are a great way to address both of those issues at the same time.

The importance of Experiential Learning Experience to college students in terms of networking and gaining new resources cannot be understated. Building a network of “who you know” through an Experiential Learning Experience can pay great dividends upon graduation. Experience, an enviable résumé, professional contacts and references, and college credit is essential to an experiential learning experience. In addition, a successful Experiential Learning experience can prepare you for the career you want, and help you move one step closer to your degree.

Upon graduation, those who have completed an experiential learning experience are more qualified, more experienced, and more connected than those who have not. The first step is finding an opportunity that fits your experience and requirements.

At the conclusion of the experiential learning, students should have acquired the following:

#### *Academically:*

- An application of knowledge learned in the classroom
- Improved critical thinking and problem-solving skills
- An increased ability to set goals and became a self-directed learner
- An expanded motivation to learn
- How information in the major/discipline is applied to real life
- Improved research, observation, and information gathering skills
- Improved writing skills

*Professionally:*

- Explored interest and test career goals
- Developed professional competences, such as time management and organizational skills and professional work habits
- Improved presentation skills, knowledge of office protocol, and networking ability

*Personally:*

- Increased self-awareness, self-esteem, and self-confidence
- Developed problem-solving and decision-making skills
- Continued exploration of personal values
- Demonstrated emotional maturity

**EXPERIENTIAL LEARNING DISCIPLINES**

Experiential Learning Experience are available in all disciplines including:

- |                              |                             |
|------------------------------|-----------------------------|
| ☞ Audio Visual               | ☞ Finance/Accounting        |
| ☞ Criminal Justice           | ☞ Human Resources           |
| ☞ Federal Agencies           | ☞ Marketing/Media Relations |
| ☞ Technology                 | ☞ Social Services           |
| ☞ Sales Management           | ☞ Research                  |
| ☞ Community/Public Relations | ☞ Health Related            |
| ☞ Hotel and Hospitality      | ☞ Education                 |
| ☞ Event Management/Planning  |                             |

**LENGTH OF EXPERIENTIAL LEARNING EXPERIENCE**

***Summer Session***

The approximate dates of the Experiential Learning Experience are determined by companies/organizations; however, typical time frames can range from 8-12 weeks. Students will be expected to work a 30–40-hour work week. These opportunities can be local, regional, or national. If you are interested in an opportunity out of state, you will need to determine the following:

- Travel: Will travel to and from the experiential learning site be provided?
- Lodging: Will housing accommodations be provided? Will the Company/Organization/organization pay the housing cost? Will assistance be provided to identify reasonable housing accommodation? Accessibility to and from job site from lodging?
- Pay: How and when will I be paid? How will I sustain myself until payday?

***Fall/Spring***

Experiential Learning Experience are available throughout the academic year from September – May on a part-time basis. Typically, you will need to be prepared to work 10-20 hours and may include some weekends.

Local organizations from various disciplines may seek students for short-term opportunities, such as major events or projects, one semester, etc. Hours will be determined by the organization and student class schedule.

## **QUALIFICATIONS AND COMPENSATION**

Most organizations/companies will require that participants are a full-time student, certain classifications and/or majors may be requested, etc. You can expect that most experiential learning opportunities will require a *minimum* grade point average of at least 2.5; therefore, it is very important that you maintain high academic standards.

Compensation can be paid, unpaid, and/or offered for course credit. In the instance of course credit, a student must provide appropriate documentation from their Dean, Chair, or Professor – including the course syllabus and this experiential learning packet.

## **COURSE CREDIT**

If a student is registered in an experiential learning class for course credit, appropriate documentation will be provided indicating credit requirements. The student must obtain and complete the following:

- ☞ Experiential Learning Packet with Application
- ☞ Unofficial Transcript
- ☞ Résumé
- ☞ Essay
- ☞ Contract/Evaluation Documents

## **STOP HERE!**

### **PLEASE READ THIS IMPORTANT INFORMATION**

*Students are encouraged to obtain a letter of recommendation from their experiential learning supervisor, which past experiential learning students have found to be very useful for their job search and/or application for graduate school.*

*Students are asked to write their supervisor a handwritten thank you letter, which is a very good way to end the experiential learning and leaves a very good impression.*

*Upon completion of the application/documentation, the “Experiential Learning Document” must be returned to the Career Pathways/Career Services office before beginning your experiential learning experience.*

*All students must submit this packet to the Office of Career Pathways/Career Services to receive graduation clearance.*

## SECTION 1. AGREEMENTS

### Student Statement of Agreement

In consideration for being allowed to participate in Tougaloo College's Experiential Learning Program, I hereby release and discharge all persons directly or indirectly related to the College community from any and all liability, causes of action, costs, charges, claims, expenses, and demands, as well as any damages incurred by me as a result of or arising out of my participation in Tougaloo College's Experiential Learning Program.

I understand that I am not an agent or employee of the College and am not performing labor or service for the benefit of the College. I hereby agree to fulfill the duties and responsibilities of this experiential learning, as outlined by the supervisor, and submit reports and class assignments, as required for course credit. I hereby authorize the organization to furnish Tougaloo College with any information concerning my experiential learning.

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*Student Signature*

*Date*

### Supervisor Statement of Agreement

I understand that the experience provided by my organization will keep education as its central focus and that the student will be given opportunities to observe and participate in as many areas of our organization's work as possible.

I understand that the student is not an agent or employee of the College and is not performing labor or service for the benefit of the College. At all times, while participating in the experiential learning experience, the student is an employee of the Company/Organization and subject to the Company/Organization's reasonable supervision and direction and insurance coverage for any accident that may occur while the student is on the Company/Organization's premises.

If the student's work is uncompensated, I understand that the students' activities/duties are not being used to displace any employee or staff position that is a normal part of the organization's workforce. I agree to verify the students' timesheet, complete an evaluation of the student's performance, as well as any other comments or suggestions regarding this process. I have reviewed the experiential learning expectations with the student and have negotiated and assigned the work components. I agree to act as the student's supervisor and evaluate the student's performance.

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*Supervisor Signature*

*Date*



## **College Statement of Agreement**

The College commits itself to establish and maintain regular communication with the student and Company/Organization, keep records of the student's progress, and determine that the job requirements, performances, and goals are worthy of experiential learning credit.

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*Director of Career Pathways/Career Services Signature*

*Date*





**Section 3. Experiential Learning Information**

Area of experiential learning interest (see discipline list on page 4) \_\_\_\_\_

Are you willing to accept an experiential learning out-of-state?                       Yes     No

Please indicate any special skills, interest, and/or training relevant to your experiential learning interest \_\_\_\_\_

Please indicate the academic year and semester you completed the experience:

**Academic Year:** \_\_\_\_\_

**Fall**     **Spring**     **Summer**

Are you available to work on holidays/weekends, if needed?                       Yes                       No

Type(s) of Experience:

- Course Credit**
- Externship**
- Field Experience**
- Internship**
- Research**
- Paid**
- Unpaid**

**(2.1) If receiving course credit, please provide the following information:**

Name of Course: \_\_\_\_\_                      Credit Hours: \_\_\_\_\_

Department: \_\_\_\_\_                      Professor/Instructor: \_\_\_\_\_

Dean: \_\_\_\_\_                      Chair: \_\_\_\_\_

Number of required experiential learning hours for credit (if applicable): \_\_\_\_\_

**SECTION 4. EXPERIENTIAL LEARNING COMPANY/ORGANIZATION PROFILE**

Company/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Job Title: \_\_\_\_\_

Office #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

What area will this position best serve?     Education     Natural Sciences     Health

Social Sciences     Humanities     Other \_\_\_\_\_

***Please respond to the following:***

How long has the Company/Organization been in business? \_\_\_\_\_

Describe the size of the Company/Organization: \_\_\_\_\_

Please indicate the mission of the Company/Organization: \_\_\_\_\_

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

Does the Company/Organization have liability insurance for students? \_\_\_\_\_

Please describe the population the Company/Organization serves, and the services offered. \_\_\_\_\_

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

In what areas in the Company/Organization are Experiential Learning Experience offered? \_\_\_\_\_

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

Location of experiential learning, if different from physical address \_

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What specific tasks and duties will students perform? *(A job description may be attached)*

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What dates and times is the student needed? \_\_\_\_\_

Who will be responsible for supervising the student? \_\_\_\_\_

What type of training is offered for students? \_\_\_\_\_

Is there an opportunity for employment upon the completion of experiential learning and earning of degree?

Yes       No

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*Supervisor Signature*

*Date*

**SECTION 5. COMPANY/ORGANIZATION PROPOSAL**

*\*To be completed prior to placement\**

Student Name: \_\_\_\_\_

Classification: \_\_\_\_\_ Major: \_\_\_\_\_

Name of Company/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Job Title/Position: \_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Type of organization: \_\_\_\_\_

Brief description of company/organization's mission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hours of operation: \_\_\_\_\_ Proposed work schedule: \_\_\_\_\_

\_\_\_\_\_  
*Student Signature* *Date*

\_\_\_\_\_  
*Dean/Department Chair/Advisor Signature* *Date*  
*(Only one signature is required)*

<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>Section 6. Educational/Employment Background</b> </div>
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List all schools attended (high school, technical/vocational, college, military, etc.)

Name of Institution	Location of Institution	Dates of Attendance	Diploma/Degree

List all student leadership positions previously or currently held and indicate your contribution to the position: \_\_\_\_\_

\_\_\_\_\_

Please list other extra-curricular activities or on campus organizations you are affiliated with:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all present and past employment positions beginning with the most recent.

Employer	Address	Position	From (Date)	To (Date)



**Section 7. Student Reference Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip Code*

Relationship to you: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

*I certify that the information given by me on this application is true and complete. I understand that any information furnished may be verified.*

\_\_\_\_\_  
*Signature Date*

## Section 8. Resume and Essay

### Resume

**Please include the following:**

- Skills/Abilities
- Work Experience
- Related Experience
- Honor/Awards Received
- Leadership Experience
- Campus/Community Involvement

### Essay

**Please respond to the following topics in essay format (1-2 pages minimum). *Essays less than two (2) pages will be returned to the student for resubmission, and may result in delay of graduation clearance:***

- What is your career goal?
- Where do you see yourself in five (5) years post undergraduate?
- Describe something that you consider a personal achievement and how it either illustrates some aspect of your personal strength, or what important lesson you learned from the experience.
- Why is diversity in a workplace or experiential learning important?

### Additional Information

***If you are providing information for an Internship, Externship, or Field Experience, please provide a copy of your class schedule, unofficial transcript, and updated resume.***

***If you are completing the packet for clearance tracking only, please submit a copy of your unofficial transcript, and an updated résumé***

**SECTION 9. EXPERIENTIAL LEARNING SITE SUPERVISOR EVALUATION FORM**

Company/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Name of Student \_\_\_\_\_

Phone Number: \_\_\_\_\_ Current Email \_\_\_\_\_

Term of Employment: From \_\_\_\_/\_\_\_\_/ to \_\_\_\_/\_\_\_\_/

*Please rate the student, with a check mark, in each of the following areas to indicate how the student met your expectations.*

	Excellent	Above Average	Satisfactory	Below Average	Not Satisfactory
Attendance and Punctuality					
Ability and Willingness to Learn					
Dependability					
Judgment and/or Decision-Making					
Quality of Work					
Skill in Oral/Written Communication					
Personal Appearance					
Response to Constructive Criticism					
Relations with Others					

If the student did not meet your expectations in any of the items above, or if you would like to explain the ratings, please do so below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Identify areas of professional growth that you noticed in the student over the course of the experiential learning experience:

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What additional courses, skills, or experiences do you think would strengthen the student's career potential?

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Would you re-employ this student?  Yes  No

If not, please explain:

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Do you wish to host a student again?  Yes  No

If not, please explain:

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If this student is seeking course credit, what would be your recommended letter grade: \_\_\_\_\_

If unsatisfactory, please explain:

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*Supervisor's Signature*

*Date*



**SECTION 11. EXPERIENTIAL LEARNING STUDENT EVALUATION FORM**

Student Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

Term of Employment: From \_\_\_/\_\_\_/ to \_\_\_/\_\_\_/

**Instructions: Please check the rating that most accurately reflects your assessment of your experiential learning experience.**

1-Poor      2- Below Average      3-Average      4-Good      5-Excellent

	1	2	3	4	5
My classroom instruction/academic preparations helped prepare me for my experiential learning responsibilities.					
The work I performed was challenging and stimulating, and I feel that I am better prepared to enter the world of work after this experience.					
I had regular meetings with my supervisor and received constructive, on-going feedback.					
My supervisor was available and accessible when I had questions/concerns.					
As a result of my experiential learning, I have a better understanding of concepts, theories, and skills in my course of study.					
The experiential learning assignment was a great learning experience.					
As a result of this experiential learning experience, I have a better appreciation for the importance of Experiential Learning Experience.					
As a result of this experiential learning experience, I have a better appreciation for this Company/Organization.					
This experiential learning experience has been personally rewarding to me.					
I would like to or plan to participate in another experiential learning in the future.					
I think other students should consider this experiential learning opportunity.					



