

COLLEGE OF APPLIED SCIENCES AND ARTS
GUIDELINES FOR WORK EXPERIENCE CREDIT
Student Guidelines

The College of Applied Sciences and Arts, in both its on-campus and off-campus degree programs, offers qualified students an opportunity to obtain credit for previous experience in which occupational, supervisory, or management skills were obtained in industry, business, the professions, service occupations, or military service.

A critical part of the process used in evaluating prior work experience is the necessary documentation describing and substantiating the request for consideration. This documentation will generally include job/assignment descriptions, performance reports, or employer/supervisor letters attesting to the dates of employment/assignment, specific duties, and quality of work performed. Proposal and Record Forms received without documentation will not be considered for evaluation.

The maximum credit allowable to be recorded on the transcript is 30 semester hours, which may be earned at the rate of no more than six semester hours per year of full-time work or assignment. Proposals for work experience credit are evaluated by a faculty committee using the following criteria: the level of experience (whether it is routine or complex); the amount of supervisory or managerial responsibilities associated with the experience; growth in knowledge or skill acquisition resulting from the experience; and the quality of performance. Part-time work experience may be considered for credit on a proportional basis as detailed in Unit III, section 2 of the policy, procedure and guidelines handout.

To be considered for full prior work experience credit such experience must have been at increasingly rigorous levels of learning equivalent to the level of difficulty associated with college course work. In addition, the experience must show progress from routine to complex in order to amply demonstrate increased opportunities for learning. Evidence of increased opportunities for learning would include, for example, promotion and advanced levels of job responsibility, assignment to supervisory or management positions and similar indications of job or assignment progress. Thus, five years of full time work at the routine level on the same job assignment would not qualify for 30 semester hours of credit. In this case, the applicant would be considered for minimal credit only.

CHECKLIST FOR SUBMITTING WORK EXPERIENCE PROPOSALS

This section establishes the procedure for documenting requests for work experience credit to assure that all eligible experience is considered and as a checklist for use in preparing the necessary materials for presentation. The attached guidelines further amplify and explain the College of Applied Sciences and Arts policy on work experience credit and should be referred to whenever documentation materials are being assembled.

The attached Proposal and Record Form is to be prepared by the applicant, who must make sure each period of employment or assignment is accounted for and substantiated separately. For example, if there are five different or succeeding assignments, each lasting one year, five Proposal and Record Forms, with supporting evidence attached, must be submitted.

Documentation for each separate period of work experience being submitted for evaluation should be checked to assure that:

- a. Periods of attendance at military or civilian schools are not included, as this credit is not eligible for consideration as work experience. School attendance is usually considered upon entrance into the baccalaureate degree program and/or is evaluated separately.
- b. Microfilm or microfiche or performance reports briefs are not included. Photographic or other reproduced copies must be legible. This is particularly important with regard to dates and ratings shown on military performance reports.
- c. Only those periods of work experience obtained previous to program enrollment are covered.
- d. The performance quality evaluations by previous employers or supervisors actually evaluates rather than just verifying dates of employment or supervision.
- e. The performance being evaluated is related to the degree program pursued.
- f. All proposals and supporting documents are submitted so as to reach the work experience coordinator's office not later than two terms prior to expected term of graduation.
- g. Documents submitted by in-service students, where periods of performance are not covered by a performance report, have a letter attached attesting to the quality and level of performance.
- h. Credit for more than one year of routine jobs, or assignment in one category or classification, is not being submitted as it will not be considered. However, routine jobs, or assignment in different categories or classifications, provided the new job or assignment is compatible with the career goal or degree program, may be considered by the evaluation committee.

WORK EXPERIENCE CLASSIFICATIONS

Routine

Routine work is defined as customary or regular courses of procedure generally of a non-varying or mechanical nature involving simple skills providing little or no opportunity for improvisation, imagination, or deviation. Security patrols, some office workers, apprentice tradesmen, keypunch operators, stock clerk, cashiers are examples.

Complex

Complex work experience involves combinations of parts, usually interconnected, requiring compound or complicated procedures exhibiting an intimate knowledge of specific intricacies. Planning, organizing, scheduling, contingency evaluating, extricating, assessing, are examples of complex procedural thought and execution processes. Data programmers, investigative personnel, aircraft, automotive, and appliance service technicians, complicated machinery calibrators (high intensity electrical systems, intensive care calibrators (high intensity electrical systems, intensive care equipment, space vehicle systems, et at.) traffic controllers, construction superintendents, medical researchers, are examples.

Southern Illinois University at Carbondale
College of Applied Sciences and Arts

Proposal and Record Form—AUT/AVM/EST/FSM/HCM 258 Work Experience Credit

Follow this format for each experience you are submitting for evaluation. In filling out this form, please keep in mind that the College is attempting to honor your meaningful previous work experience as being equivalent to attendance in an academic unit. The amount of credit that you earn can save you as much as a years study. You cannot be fairly evaluated if the form is incomplete or not carefully prepared.

A letter, signed performance report, or equivalent documentation from an employer or supervisor familiar with your job or assignment is required for each period submitted for evaluation. The letter or documents must verify the length of time worked, specific duties performed, and quality of work performed, and must be attached to this form.

1. Name _____ I.D.# _____
2. Current address _____
3. Dates of employment/assignment _____
Total number of months _____ Full time _____ % Part time _____
4. Your job or assignment _____
5. Description of work experience and special skills: Attach one or more pages describing your activities, skills and responsibilities on this job assignment. Describe: a) specific activities performed; b) new knowledge gained; c) new skills learned; d) prior skills used; e) supervisory experience: i.e., number of personnel supervised; f) performance level; e.g., entry, advanced. Include a closing paragraph summarizing how this experience contributed to your professional growth and how it is related to your career goal and/or degree program.
6. Name and address of employer _____

7. Name and address of supervisor _____

8. Student signature _____ Date _____
9. Date evaluation completed _____
10. College advisor _____ Date recorded _____
(Print Name)

Signature