



3-22 EXPERIENTIAL LEARNING AND INTERNSHIP POLICY

Responsible Executive: Provost/ Executive Vice-President for Academic Affairs

Approving Official: Provost/Executive Vice-President for Academic Affairs

Effective Date: xxx

Revision History: New, xx-xx-2026

I. INTRODUCTION

The University is committed to providing experiential learning opportunities, increasing student employability, promoting safe environments, and ensuring access to work-based learning resources and programs.

II. POLICY

(1) Definitions:

- (a) Experiential learning includes a wide variety of personal and professional growth activities, paid or unpaid, that engage students beyond the classroom and provide practical insight into becoming “employment ready” while building their knowledge, skills, and professional connections. Forms of experiential learning include, but are not limited to: internships, externships, apprenticeships, clinical placements, cooperative education, fellowships, field work, part-time or seasonal employment, practicums, research assistantships, service learning, shadowing, student teaching, or volunteering.
- (b) A host site is an entity that agrees for a student to be temporarily placed at their organization for the purposes of experiential learning. Host sites could be employers, industry partners, non-profits, or governmental organizations, amongst others.

(2) Scope:

This policy applies to all experiential learning, whether paid or unpaid, whether or not it is included on the FSU transcript as coursework, and regardless of whether

credits are awarded or what type of grading scale is used. University students as well as all faculty and staff who connect and/or require students to participate in experiential learning activities with host sites on behalf of the University must comply with these requirements.

(3) Requirements:

- (a) All experiential learning courses must be consistent with departmental requirements and expectations, and:
 - 1. Be relevant to the student's intended career field and authentic to the experience of a real-world context or situation.
 - 2. Include periodic and constructive guidance, evaluation, and feedback as part of the course.
 - 3. Be targeted toward activities consistent with the approved course description, which the student engages in and reflects upon throughout the experience.
 - 4. Assign credit hours determined by program faculty consistent with FSU Policy 9-15, Awarding Credit Hours.
 - 5. Have the final course grade assigned by a qualified instructor who holds faculty credentials appropriate to the discipline as specified in FSU Policy 3A-2, Credentialing Faculty Members.
- (b) Department Requirements for experiential learning courses that are included on the FSU transcript as coursework (including courses for zero credit that are included on the FSU transcript). Each department must:
 - 1. Collect and maintain the following data elements for each student enrolled in an experiential learning course:
 - a. Defined participation dates and total required hours.
 - b. The physical address, website address, and phone number of the work location.
 - c. The full name and phone number of the site supervisor.
 - d. The modality (in-person, remote, or hybrid).
 - e. The requirements of a. through d. above do not apply to:
 - (i) Experiential learning that must be documented pursuant to programmatic accreditation requirements, in which case the requirements of the programmatic accreditor must be followed;
 - (ii) Experiential learning that is governed by a state-approved teacher preparation program pursuant to s. 1004.04, F.S., or a state-approved school leader preparation program pursuant to s.1012.562; or

(iii) Experiential learning that is supervised onsite by an instructor of record.

2. Retain student experiential learning agreements and applicable signed host site agreements in a retrievable format for five academic years after the completion of the activity. Experiential learning that is documented and retained pursuant to programmatic accreditation requirements complies with this provision.
3. Ensure that each experiential learning opportunity is aligned to a University, department, or academic program in which the student is enrolled or desires to successfully complete.
4. Ensure that experiential learning occurs in the same semester in which the student is enrolled in the related experiential learning course and as reflected on the transcript. Retroactive credit will not be awarded.
5. Ensure that courses are built with the appropriate course components, as defined by the Office of the Registrar.
6. Verify a student's academic eligibility when required by an internship location.
7. Submit experiential learning data to the FSU Office of Institutional Research and the Office of Distance Learning as requested.
8. Consult with the Office of the General Counsel for a document review prior to executing any agreement, contract, affidavit, or the like, that binds the University to certain contractual duties and obligations for such services with the host site (for example, affiliation agreements, memorandums of understanding, requirements for liability insurance). These agreements will be subject to the University's standard Procurement process as outlined in FSU Policy 4-OP-A-6 Procurement Services as well as FSU Policy 2-7 Signature Authority.

(c) Department Requirements for all types of credit and non-credit experiential learning. Each department must include the following in Department materials and advising processes:

1. Information about program-specific experiential learning opportunities for credit.
2. An explanation of the benefits of registering for experiential learning opportunities not-for-credit through the FSU Career Center.
3. Information for students who participate in international experiential learning (outside of the continental United States, Alaska, or Hawaii) regarding FSU Policy 3-17: Student International Travel Policy.
4. Information for students studying at FSU on an F-1 Visa regarding CPT (Curricular Practical Training) eligibility in accordance with requirements posted on the FSU Center for Global Engagement

website.

5. A process for tracking and reporting experiential learning that takes place outside of the State of Florida as required by the University's participation in SARA (State Authorization Participation Agreements) consistent with requirements set by the FSU Office of Digital Learning.

III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

Florida Constitution, Article IX, Section 7; BOG Regulation 1.001 (3)(j), (4)