



# Field-Based Experiential Learning Guidelines

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### **ACADEMIC AFFAIRS: EXPERIENTIAL LEARNING MANAGER**

At GSC, the Concord Campus Office of Academic Affairs staff includes the Experiential Learning Manager (ELM). You have resources through the ELM for guidance on all Field-Based Learning elements.

[Experiential.Learning@Granite.edu](mailto:Experiential.Learning@Granite.edu)      603 513 1397

#### **Key of Common Abbreviated Terms**

AA	Academic Affairs	GSC	Granite State College
CNN	College Central Network	IRB	College Institutional Review Board
ELM	Experiential Learning Manager	SARA	State Authorization Reciprocity Agreements
FBEL	Field-Based Experiential Learning		

*Granite State College is a public institution with a long-standing commitment to equal opportunity for all. It does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation, veteran’s status, disability, or marital status in admission or access to, or treatment or employment in, its programs or activities.*

*Inquiries and complaints related to discrimination of any kind may be directed to the Director of Human Resources at 603-513-1319.*

*The Title IX Coordinator for GSC is the Director of Student Affairs. Inquiries may be directed to [gsc.titleIX@granite.edu](mailto:gsc.titleIX@granite.edu) or 603-513-1328.*

## I. OVERVIEW

Granite State College Field-Based Experiential Learning (FBEL), grounded in High Impact/High Touch research (*KUH et al*), offers workplace and real-world credit bearing experiences for Granite State College students. FBEL reflects the critical, valued partnership between GSC students, faculty, and community Host Partners.

Varying in type, level, and length of duration, FBEL provides students an opportunity to refine and enhance both knowledge and competencies essential for future employment.

Shorter duration FBEL also builds students' capacity for success in potential field components of the Integrative Capstone required for all GSC Bachelor Degree programs.

While the nature of an FBEL experience varies with each student, the overall process and Guidelines remain fundamentally consistent.

Where FBEL involves **STUDENT PLACEMENT AT A HOST PARTNER SITE** each participant has "expected" responsibilities to help ensure student success. These FBEL Guidelines define each participants' responsibilities and outlines the processes for establishing and guiding the student learning experience.

1. *Students should Expect to plan:* **1 term ahead for practicum, internships**  
**2 terms ahead for Integrative Capstone**

### **FBEL TYPE, LEVEL & DURATION**

Credit-bearing GSC FBEL options are integral to guided pathways and high-impact strategies for students' success in college. GSC FBEL varies in type and duration, number of academic credits awarded, and may include internships with paid compensation. *Options most often include:*

#### **Short Duration – embedded within a course**

- Field project, trip, case study with interviews, or other out-of-class activity
- Problem-based learning (out of physical or virtual classroom)
- Professional observation

#### **Longer Duration - may be a course in schedule or by student request, involves placement**

- Practicum Course: lower level, exploration of topic, discipline, occupations; 25 field hours
- Internship Course: higher level, student has foundation in topic or career area; 80 field hours
- Integrative Capstone Course: culminating level, term-length
  - Internship
  - Field Project (Research or field perspective activity requiring placement)
- School of Education clinical and culminating field experiences

### Short Duration – embedded within a course



In courses, in all delivery modes, faculty may assign students a field-based experiential learning assignment or class field trip within the course.

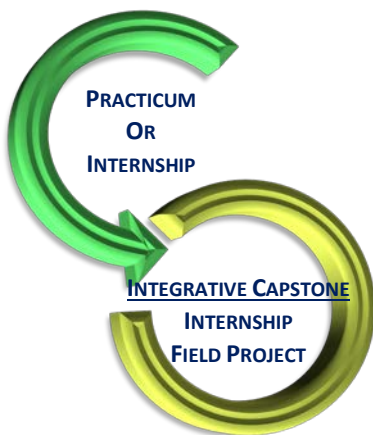
In courses with a field-based assignment (i.e. collect professional handbooks from an organization where the service is related to the course topic)

- Faculty do not accompany students
- Students leave the classroom or virtual classroom
- Faculty will inform students of the out of class activity in the course syllabus
- The syllabus notation will advise students to vet field sites and locations as acceptable and appropriate for unaccompanied students

In courses with a required field trip or “off-campus” meeting location:

- Faculty accompany students
  - Faculty identify appropriate field sites and inform students of the out of class activity in the course syllabus
  - Class field trips or “off-campus” meeting location require student completion and submission of the Student Assumption of Risk form (*see in Forms or access at [www.collegecentral.com/granite](http://www.collegecentral.com/granite)*)
- GSC School of Education clinicals require student completion and submission of the Student Assumption of Risk form (*see <http://my.granite.edu/teacher-education-resources>*)
  - RN to BSN professional observation/job shadowing require student completion and submission of the Student Assumption of Risk form (*see in Forms or access at [www.collegecentral.com/granite](http://www.collegecentral.com/granite)*)

**Longer Duration - may be a course in the college schedule guide or by student request; involves advance planning and placement at a Host Partner Site.**



In FBEL involving any **STUDENT PLACEMENT**, the student, the Host Partner Supervisor, GSC Academic Affairs and Experiential Learning Manager, and the Faculty share responsibilities in the planning, design, implementation, agreements, documentation, risk management, direction, and assessment of student learning through the field-based experience.

*Expect to plan: up to 1 term ahead for practicum, internships  
up to 2 terms ahead for Integrative Capstone*

**Note: Students *must* determine and follow any state, local, and organizational regulations in the state where Field-Based Experiential Learning occurs:**

## **NC-SARA**

Granite State College is an institutional member of NC-SARA, the National Council for State Authorization Reciprocity Agreements.

Supervised field experiences are covered by provisions of SARA governing interstate distance education activity. However, students **must** determine and follow any state, local, and organizational regulations at the site where any field experience will occur.

Examples of state, local, and organization requirements include but are not limited to background checks, registrations/permits, reporting requirements, dues, (taxes/deductions for paid positions), etc.

*States are changing their regulations frequently (college staff ensures GSC updates)*

*Resource: <https://www.granite.edu/about/online-programs-state/>*

**Questions or conflicts?** [sara.cowall@granite.edu](mailto:sara.cowall@granite.edu)

## **INSTITUTIONAL REVIEW BOARD**

Any Field-Based Learning experience involving interviews, research, or data collection with human participants must be reviewed and require approval according to GSC Institutional Review Board (IRB) guidelines before students begin their field work. For detailed instructions, consult <http://my.granite.edu/human-participants-and-institutional-review-board-irb>

**Questions?** [sara.cowall@granite.edu](mailto:sara.cowall@granite.edu)

## II. DOCUMENTS & WORK FLOW



At Granite State College, College Central Network (CCN) is the primary college website where GSC students search for credit-bearing Field-Based Experiential Learning opportunities.

Student can search [www.collegecentral.com/granite](http://www.collegecentral.com/granite) under the heading **Search Postings to My School** for Host Partners and specific types of FBEL opportunities.

Through the CCN **Experiential Learning** portal GSC students submit Learning Agreement proposals for practicum, internship, the Capstone Nursing Practicum, and Integrative Capstones that include FBEL placement or elements.

With CCN, Academic Affairs approves all posted Field-Based opportunities and manages all documents, required approvals, risk management, surveys, and data reporting for Field-Based Learning.

**Students use the College Central Network (CCN) Experiential Learning portal to access, complete, and submit all documents related to GSC FBEL:**

- GSC FBEL Guidelines
- Student Proposed FBEL Agreement Worksheet
- Student Proposed FBEL Agreement submission web-form
- Student Risk Waiver and Liability Release form *(to print and return by mail)*
- FBEL supplemental documents and surveys

(See <http://my.granite.edu/experiential-learning> for FBEL information and [www.collegecentral.com/granite](http://www.collegecentral.com/granite) for the above listed FBEL resources)

**Faculty receive and return by email through the GSC College Central Network (CCN) system all documents related to GSC FBEL:**

- GSC FBEL Learning Guidelines
- Proposed Student FBEL Agreement approval
- FBEL Surveys

**Host Partner and Partner Site Supervisors will receive and return by email through the GSC College Central Network (CCN) system all documents related to GSC Field-Based Learning:**

- GSC FBEL Guidelines
- Proposed Student FBEL Agreement approval
- FBEL Learning Surveys

### III. FBEL PROCESS SNAPSHOT

#### FIELD-BASED EXPERIENTIAL LEARNING (FBEL)

#### INVOLVING STUDENT PLACEMENT AT A HOST PARTNER SITE

Expect to plan: **up to 1 term ahead for practicum, internships**  
**up to 2 terms ahead for Integrative Capstone**

TASK	PARTICIPANT(S)
<b>Prior to Placement:</b>	
Advisor Approval	Student, Advisor, ELM
Host Partner Site Researched/Vetted	Student, ELM, GSC SARA
Student Interview with Host Partner Site	Student, Host Partner Site, Partner Site Supervisor
Host Partner Site Confirmed	Student, Host Partner Site, Partner Site Supervisor, ELM
Verify Student Identification	Student, Partner Site Supervisor
Draft FBEL Design using Student FBEL Agreement Worksheet (including learning outcomes)	Student, Faculty if appointed, Partner Site Supervisor
Identify if IRB Proposal Needed	Student, Faculty, GSC IRB
Student Assumption of Risk Submitted by mail/scan	Student
Proposed Student FBEL Agreement submitted through College Central Network <a href="http://www.collegecentral.com/granite">www.collegecentral.com/granite</a>	Student – <i>FBEL SUBMISSION DEADLINES ARE PUBLISHED IN TERM SCHEDULERS</i>
Approval of Proposed Student FBEL Agreement Through College Central Network Work Flow	ELM, AA Administrator, Faculty when appointed, Partner Site Supervisor
Student Registration for Course	Advisor, Student
Finalize Student FBEL Learning Agreement	Faculty, Student, Partner Site Supervisor
Provide all Host Partner required documentation	Student, Partner Site Supervisor

#### During Placement

Full Participation as Specified in Learning Agreement	Student, Faculty, Partner Site Supervisor
Partner Site Supervisor Communication	Partner Site Supervisor, Student, Faculty, ELM
Faculty Interaction	Faculty, Student, Partner Site Supervisor, ELM
Experiential Learning Manager Assistance as Needed	ELM, Faculty, Student, Partner Site Supervisor

#### Placement Completion

All Elements of Learning Agreement Completed	Student, Faculty, Partner Site Supervisor
Completed Assessment & Evaluation Surveys	Student, Faculty, Partner Site Supervisor

## IV. RESPONSIBILITIES

### FIELD-BASED EXPERIENTIAL LEARNING

#### INVOLVING STUDENT PLACEMENT AT HOST PARTNER SITE

Based upon Best Practices in Field-Based Learning these outlined responsibilities serve to organize the GSC FBEL process prior to, during, and upon completion of student field-based learning experiences.


*Planning tools and forms reflecting each element of student placement at a Host Partner Site can be found at College Central Network on the Welcome page for Students, Host Partners, and Faculty.*

#### 1. Student Responsibilities

In addition to their specific responsibilities listed below, students will perform all elements of their FBEL in a manner which reflects most favorably on self, faculty, and GSC. FBEL students will follow all rules and regulations as outlined by the GSC Student Handbook, College Catalog, and program policies. Students must abide by the Host Partner Site policies maintaining CONFIDENTIALITY as required by the College and Host Partner policies.


Students will follow all steps as listed below and in the Student FBEL Agreement.

##### Prior to Placement

- *Expect to plan: **up to 1 term ahead for practicum, internships**  
**up to 2 terms ahead for Integrative Capstone***
- Confirm with GSC Advisor that a Field-Based Learning experience is appropriate in the student's program and at this time in student's program plan.
- Clear with Academic Affairs for State Authorization (SARA) rules for field experience in any state other than N.H. <https://www.granite.edu/about/online-programs-state/>.
- **Sign-in to confirm student account in College Central Network at GSC**  
[www.collegecentral.com/granite](http://www.collegecentral.com/granite) 
  - Through CCN **Experiential Learning** portal, access Guidelines and review all FBEL documents.
- Identify Host Partner Site of interest and alignment with academic program:
  - Approach site for proposal and feasibility.
- **Meet with Partner Site Supervisor for interview and placement acceptance.**
- **Verify Placement and Student Identity:** provide Partner Site Supervisor with credentials.
- Using the Student Learning Agreement Worksheet negotiate Host Partner Site student duties, align duties with specific learning outcomes, propose student deliverables and due dates,



ensure communication/contact with Faculty schedule (do this with Partner Site Supervisor, Academic Affairs staff and/or Faculty if appointed).

- Determine whether an IRB review will be required. For detailed instructions and submission process, see <http://my.granite.edu/human-participants-and-institutional-review-board-irb>.
- Submit Proposed Student FBEL Agreement through the Experiential Learning menu at College Central Network [www.collegecentral.com/granite](http://www.collegecentral.com/granite). 

**FBEL SUBMISSION DEADLINES ARE PUBLISHED IN TERM SCHEDULES**

- Upon Academic Affairs approval of FBEL Learning Agreement, follow-up with Advisor to ensure registration for the FBEL course.
- Finalize schedule of regular communication with Faculty. Timeline should be documented in Student FBEL Learning Agreement.
- Complete, sign and submit FBEL Student Assumption of Risk form (*see in Forms or access at [www.collegecentral.com/granite](http://www.collegecentral.com/granite)*).

**2 WEEKS PRIOR TO EXPERIENCE**

Return completed and hand-signed form to:

Leslie Paul, GSC Academic Affairs

25 Hall Street

Concord, NH 03301

**\*\*Faculty will retain copies as needed for field trips or off-campus classes.\*\***

- Complete any background check process (including fee payment) as may be required by Host Partner Site
- Provide Host Partner Site with any required:
  - Insurances, health records, or other personal documents as required.


**During Placement**

- Provide transportation to and from the Host Partner Site.
- Notify the Partner Site Supervisor and the Faculty prior to scheduled arrival time on any day absent or late.
- Make up any absences from FBEL in order to meet the FBEL hours requirement.
- Discuss any site problems with Partner Site Supervisor and Faculty.
- Respond immediately to any Faculty alert that any circumstances arise to warrant a decision for withdrawal of the student; whether behavior is documented as contradictory to standards of professional practice and/or unaligned with expressed FBEL goals, for performance, or other issues.

- Communicate with Faculty as scheduled in Student Learning Agreement
- Complete and submit to Faculty all log sheets and deliverable assignments by due dates specified in Student Learning Agreement.

### Placement Completion

- Complete and submit to Faculty all deliverables, assessments and documentation necessary to prove successful completion of the FBEL.

- Complete all required forms and surveys as provided by GSC through  [www.collegecentral.com/granite](http://www.collegecentral.com/granite).

#### Checklist:


- Student Post FBEL Survey
- Student Self-Evaluation of Learning
- Student Evaluation of Host Partner Site/Supervisor
- Student Evaluation of Faculty
- DUE: \_\_\_\_\_

## 2. Faculty Responsibilities

In the collaborative partnership developed with the Host Partner Site and Partner Site Supervisor, the GSC Faculty share in the responsibilities to implement a student's opportunity to observe and work under guidance in order to apply the knowledge and competencies built during the college courses taken prior to and during the FBEL.

The Faculty will finalize and ensure the Student FBEL Learning Agreement includes activities, deliverables, assessment, and evaluation. The Faculty also will abide by all GSC and program policies and the FBEL GUIDELINES as listed below and in the Student FBEL Agreement.

### Prior to Student Placement

- Accept Academic Affairs offer for Faculty assignment.
- Upon receipt, complete and return all required FBEL forms as provided through  [www.collegecentral.com/granite](http://www.collegecentral.com/granite).
- Review AA-approved Proposed Student FBEL Agreement and Host Partner Site prior to meeting with student.
- Using the Proposed Student FBEL Agreement:
  - Review Host Partner 'job duties' alignment with learning outcomes.
- NC-SARA: Clear with Academic Affairs considerations for sites outside NH.
- If necessary, assist student in connecting with AA-ELM to find alternative Host Partner site (*see Experiential Learning Manager for resources*).

- Finalize student deliverables with due dates, assessments and evaluations, and schedule communication/contact with student.
  - Clear whether an IRB review proposal will be required
  - Confirm schedule for communication with student.
  - Confirm timeline for student deliverables and assessments.
- With Partner Site Supervisor:
  - Confirm student FBEL placement.
  - Ensure Host Partner Supervisor receives finalized Student FBEL Agreement.
  - Provide necessary preparations to Partner Site Supervisor as needed.
    - Help place and mentor the student in a non-discriminatory manner *(see College policy at link)*  
<https://www.granite.edu/about/legal-notices/>.
  - Establish process for communications with Partner Site Supervisor.
- Finalize Student FBEL Agreement with student.
- Provide Partner Site Supervisor with student learning assessment and evaluation materials and due dates for each submission.
- Ensure course Moodle shell is open for the FBEL.

#### **During Placement**

- Communicate as scheduled with Partner Site Supervisor to determine student's progress. Additional follow-up prior to the final evaluations should student be performing at less than acceptable level.
- Make on-site or virtual visit to the Host Partner Site if needed to observe student(s); consult with the Site Supervisor, and to render any assistance with problems.
- Communicate as scheduled with student and timeline as outlined in the Student FBEL Agreement.
- Review and grade student logs, journals, assignment.
- Address any concerns with regard to the Host Partner Site or student.
- Respond immediately to the Partner Site Supervisor should any circumstances arise that warrant a decision for withdrawal of the student; whether a student's behavior is documented as contradictory to standards of professional practice and/or unaligned with expressed FBEL goals, for performance, or other issues.
- Ensure response and appeal opportunities for both the student and the College prior to any decision for request of withdrawal of student.

#### **Placement Completion**

- Ensure student and Partner Site Supervisor have all necessary FBEL final evaluation forms and due dates.

- Receive and analyze all student assessment data from Partner Site Supervisor.
- Evaluate and assign grade to student FBEL outcomes.
- **Post student grade through GSC WebRock**
- Complete all other required FBEL surveys and/or forms as provided and submit to the Experiential Learning Manager through College Central Network [www.collegecentral.com/granite](http://www.collegecentral.com/granite).


*(Survey will include your feedback on potential future FBEL opportunities or process improvements.)*

### 3. Host Partner & Partner Site Supervisor Responsibilities

In the collaborative partnership developed with GSC Experiential Learning Manager and Faculty, the Host Partner Site and Partner Site Supervisor share responsibilities to plan and implement a student's opportunity to observe and work under guidance to apply the knowledge and competencies built during the college courses taken prior to and during the F-BE L.

The Host Partner Site and Partner Site Supervisor will follow all GSC FBEL Guidelines as listed below and in the Student Learning Agreement.

#### Prior to Student Placement

- Respond to student inquiry for potential placement.
- Interview and screen potential students.
- **Verify Student Identity and Placement approval:** receive student ID credentials and in timely manner notify student of acceptance for FBEL placement.
- In collaboration with GSC Experiential Learning Manager, establish site for student placement.
  - Collaborate with ELM on process and signatures for completion of Host Partner Agreement.
  - Identify forms, background checks, and other required student documentation.
  - If necessary, schedule with GSC staff access for pre-placement site visit.
  - Provide emergency contact information to ELM.
- Appoint a Partner Site Supervisor to oversee the student's FBEL experience and provide on-going supervision and direction to the student and feedback on student's performance.
- For planning, with student use the Student Proposed FBEL Agreement Worksheet to outline student's site role with specific, meaningful accountabilities aligned to the student's learning outcomes.
- Ensure the student's FBEL accountabilities will be carefully evaluated during the FBEL.
- Upon email receipt from [www.collegecentral.com/granite](http://www.collegecentral.com/granite)  approve Proposed Student FBEL Agreement.
- With the Faculty:

- Confirm student FBEL placement
- Provide necessary preparations to Faculty as needed
  - Help place and mentor the student in a non-discriminatory manner *(see College policy at link)*  
<https://www.granite.edu/about/legal-notices/>
- Establish process for communications with Faculty.

### **During Placement**

- Invite student, whenever feasible, to participate in special functions or training.
- Schedule and communicate regularly with Faculty and/or GSC AA-ELM to determine student's progress.
- Inform the Faculty of any student absences during the FBEL scheduled timeframe.
- Welcome the Faculty or Academic Affairs staff on-site visit if needed to observe student; consult with the Faculty or AA staff to render any assistance with problems.
- Immediately notify the Faculty or AA-ELM should any circumstances arise that warrant a decision for withdrawal of the student; whether a student's behavior is documented as contradictory to standards of professional practice and/or unaligned with expressed FBEL goals, for performance, or other issues.
- Ensure response and appeal opportunities for both the student and the College prior to any decision for request of withdrawal of student.
- If necessary request a withdrawal of any student by providing a written statement to Experiential Learning Manager of the conduct on the part of the student that violates the site's rules or in any way jeopardizes the clients or staff of the site.
- Complete all required student evaluation forms in a timely manner.

### **Placement Completion**

- Complete the required student assessments and/or forms by established deadline and submit to the Faculty through College Central Network [www.collegecentral.com/granite](http://www.collegecentral.com/granite).
- Complete any surveys to evaluate potential future student field placement opportunities in a timely manner as provided and submit to the Experiential Learning Manager through College Central Network [www.collegecentral.com/granite](http://www.collegecentral.com/granite).

V. FIELD-BASED EXPERIENTIAL FORMS & TEMPLATES

Granite State College

Complete the appropriate sections, depending on your activity

Field Assignment, Trip or Off-Campus Class: Sections I and III

Student Assumption of Risk and Liability Release Or Field-Based Experiential Learning: Sections II and III
Field-Based Experiential Learning (FBEL) involving student PLACEMENT AT A HOST PARTNER SITE

PRIOR TO EXPERIENCE, carefully review this form and provide all information and signatures where required to authorize your participation in the off-campus CREDIT BEARING FBEL through Granite State College and the University System of New Hampshire. PLEASE PRINT.

Student Name
Address
City State Zip
Home Phone Cell Phone(s)
Email
Emergency Contact: Contact Phone:

I.

For: Field Assignment, Trip or Off-Campus Class

Field Site:

I am qualified for and accepted for enrollment in GSC's Course which includes off-site and/or outdoor activities (month/day/year) to

I have read and understand the description of the activities of this course, the rules, regulations, warnings and restrictions governing the off-site location, and the transportation arrangements as set forth in the materials provided to me by the College.

I am not aware of any health-related reasons or problems which would preclude or restrict my participation in the off-site section of this course, and I agree to obtain and maintain health insurance which shall cover injury or illness for the time period involved in this course.

I understand that GSC in no way represents, or acts as agent for transportation carriers, hotels, and other suppliers of services connected with this course and agree that GSC is not responsible or liable for:

- 1. Any injury, damage, loss, accident, delay, disruption of travel arrangements, or other irregularity which may be caused by unpredictable terrain, by the defect of any vehicle or the negligence or default of any company or person engaged in providing or performing any of the services involved in this course;
2. Any loss, damage, destruction, theft or the like to my luggage or personal belongings. I am aware of and shall comply with the rules, regulations, standards and restrictions relative to the conduct and behavior of visitors to the location(s) incorporated into this course.

Student Signature Date

II.

**For:** **Field-Based Experiential Learning**  
involving **STUDENT PLACEMENT AT A HOST PARTNER SITE**

**Host Partner Site:** \_\_\_\_\_

**Dates:** (month/day/year) \_\_\_\_\_

I have read and understand the description of the activities of this course. Knowing the risks of such activities, and in consideration of being permitted to participate in the FBEL, on behalf of myself, my family, heirs, and personal representative(s), agree to assume all the risks and responsibilities surrounding my voluntary participation in the FBEL and the transportation related to participation in the FBEL.

I further agree to abide by any and all specific requests by GSC or its FBEL Host Partner Site/organization/business for my safety or the safety of others.

I understand that the college reserves the right to immediately terminate or exclude my participation in the FBEL when my participation or behavior is deemed detrimental to the safety or welfare of others or the FBEL.

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

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

**III.**

**For ALL STUDENTS:  
Assumption of Risk and Liability Release**

I hereby release any and all rights for claims and damages I may have on behalf of myself, my family, heirs and personal representative(s) against Granite State College, the University System of New Hampshire its trustees, officers, employees and agents, including faculty, staff members and supervisors (“Releasees”), in any manner due to any personal injury or property loss sustained by me as a result of my participation in the activity and/or traveling to and from the activity destination(s). I will not hold Granite State College or the University System of New Hampshire responsible for liability for injury or damages arising from the result of my participation in the activity unless it is due to willful or intentional misconduct or negligence on the part of Granite State College and/or the University System of New Hampshire.

In the event that my conduct causes damage to the property of GSC, I agree to indemnify GSC for such loss. I further agree to defend and indemnify GSC with respect to any claims, demands, or actions for damages brought by anyone else against GSC for personal injury, property damage, or death arising in whole or in part from my conduct.

I further understand that I may be participating in the activity off-campus but that all GSC and program policies continue to apply. I agree that GSC may enforce these policies, rules, regulations, standards, and restrictions, and that such enforcement may include termination of my participation in the activity for inappropriate behavior or any action or conduct considered by GSC to be detrimental to or incompatible with the interests of the college programs and/or the college may pursue resolution through the student conduct system.

In the event that my participation is terminated for inappropriate conduct, I agree that there shall be no refund of course/program tuition and fees.

I understand that this Assumption of Risk & Liability Release will remain in effect during any of my subsequent participation with the above specified activity unless a specific revocation of this document is filed **in writing** with the GSC Experiential Learning Manager, at which time my participation in the activity will cease.

In signing this Assumption of Risk & Liability Release, I acknowledge and represent that I have read it, that I am fully informed of and understand its content, and that I sign of my own free act and deed. I further acknowledge

that no oral representations, statements, or inducements, apart from the foregoing written statement, have been made.

I further acknowledge I am at least 18 years old and legally capable of entering this agreement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by GSC  
Academic Affairs  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TWO WEEKS PRIOR TO EXPERIENCE - Return completed & hand-signed form to:  
Experiential Learning Manager, GSC Academic Affairs  
25 Hall St.  
Concord, NH 03301  
\*\*FACULTY will retain copies as needed for field trips or off-campus classes\*\***

***NOTE:*** If you currently have a condition (i.e. medical, disability or other issues) that will require accommodation in order to participate in this program, it is your responsibility to contact Disability Support Services and the faculty member who is assigning the FBEL to ensure that accommodations where appropriate can be made in order for you to be able to participate.



# Granite State College

## Field-Based Experiential Learning (FBEL) Student Agreement Proposal Worksheet

**This worksheet is designed to help you plan the specifics of your field experience:**

1. With your Advisor, confirm the experience fits into and is appropriate for your Degree Program at this time
2. With your Host Partner, explore and develop site activities that align with the learning outcomes of your course or Integrative Capstone.
3. Use this worksheet as your guide to complete the Proposed FBEL Agreement web form at [www.collegecentral.com/granite, through Experiential Learning](http://www.collegecentral.com/granite, through Experiential Learning).

<b>Student Name</b> _____ <b>GSC Degree Program</b> _____  <b>FBEL Type</b> _____ <i>Practicum, Internship,                  Integrative Capstone,                  Nursing Capstone,                  Graduate Capstone</i>	<b>GSC ID#</b> _____ <b>Course Title &amp; #</b> _____ <b>Term/year</b> _____ <b>FBEL status</b> _____ <i>Paid or Unpaid (If unpaid,                  Host Partner will require                  pre-approval from your                  state's Department of                  Labor. Pre-approved sites                  are typically listed at DOL                  websites.)</i>
<b>Advisor Name</b> _____ <b>Host Partner Site</b> _____ <b>Address</b> _____  <b>Website</b> _____ <b>Partner Site Supervisor</b> _____ <i>Will supervise student                  FBEL</i>	<b>e-mail</b> _____ <b>Site Contact Name</b> _____ <b>e-mail</b> _____ <b>phone</b> _____  <b>e-mail</b> _____ <b>phone</b> _____

Are you employed by the Host Partner Site? Yes  No

**Advisor Approval**

The FBEL experience:	Advisor initials	Student initials
Fits into Degree program		
Is appropriate to Degree plan at this time		

For assistance, contact GSC Experiential Learning Manager [Experiential.Learning@granite.edu](mailto:Experiential.Learning@granite.edu)

**Please specify your FBEL focus or Capstone Integrative Question:**

## Proposed Student FBEL Agreement

1. Propose an outline of the course elements below
2. With your Faculty these elements will be finalized prior to your field placement.

### FBEL field component(s)

Course and/or Program Learning Outcomes <i>from Syllabus or Catalog</i>	Field activities targeting Learning Outcomes <i>Student 'Job Title' &amp; Duties</i>	Deliverables to be evaluated (demonstration of student learning) <i>Field Components</i>

**(Attach Student Partner Site 'Job' description)**

**FBEL Academic component(s)** *Deliverables may include: field log and reflective journal, literature review, reflective essays, data, data analysis and report, final integrative paper, project description and/or artifact, presentation or demonstration of learning experience*

Focus or topic	Deliverable

### Student – Faculty Communication Plan (*minimum 6 during Term*):

Date (min 6x)	Time	Method

For assistance, contact GSC Experiential Learning Manager [Experiential.Learning@granite.edu](mailto:Experiential.Learning@granite.edu)

**Proposed Student FBEL Assessment Plan:**

Student performance in meeting the academic learning outcomes through the FBEL will be evaluated and graded based on:

- Completed Learning Plan assignments/deliverables.
- Completed Student-Faculty Communication log.
- Student Log and documentation of completion of required field hours.
- Partner Site Supervisor assessment of student.
- Student self-assessment.
- Faculty assessment of student deliverables:

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For assistance, contact GSC Experiential Learning Manager [Experiential.Learning@granite.edu](mailto:Experiential.Learning@granite.edu).

# Granite State College

## FIELD-BASED EXPERIENTIAL LEARNING

### Student 'How-To' instructions for College Central Network

#### WELCOME to College Central at Granite State College

GSC is committed to providing many options to apply and refine what you have learned in your program. Our hope is these experiences will round out your preparation for work or further college study. At GSC these **out-of-the-classroom activities** are called Field-Based Experiential Learning (FBEL):

- A field-based course assignment, trip, short project or job shadowing
- A practicum or internship
- The Integrative Capstone: Internship or Field-Based Project
- Expect to plan: ***up to 1 term ahead for practicum, internships***  
***up to 2 terms ahead for Integrative Capstone***

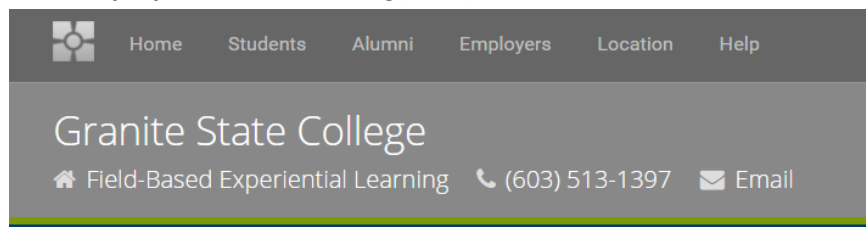
Naturally, with FBEL, there is a lot to explore and to keep track of. That's how College Central Network (CCN) will help you:

- Locate all required FBEL guidelines and learn the process
- Find an opportunity OR your assigned FBEL (*if directed by your faculty to do so*)
- Access and complete required applications, forms, and surveys
- Save your FBEL documents for use later in a resume or transfer portfolio

**No Worries! There is plenty of help for you to learn to use CCN.**

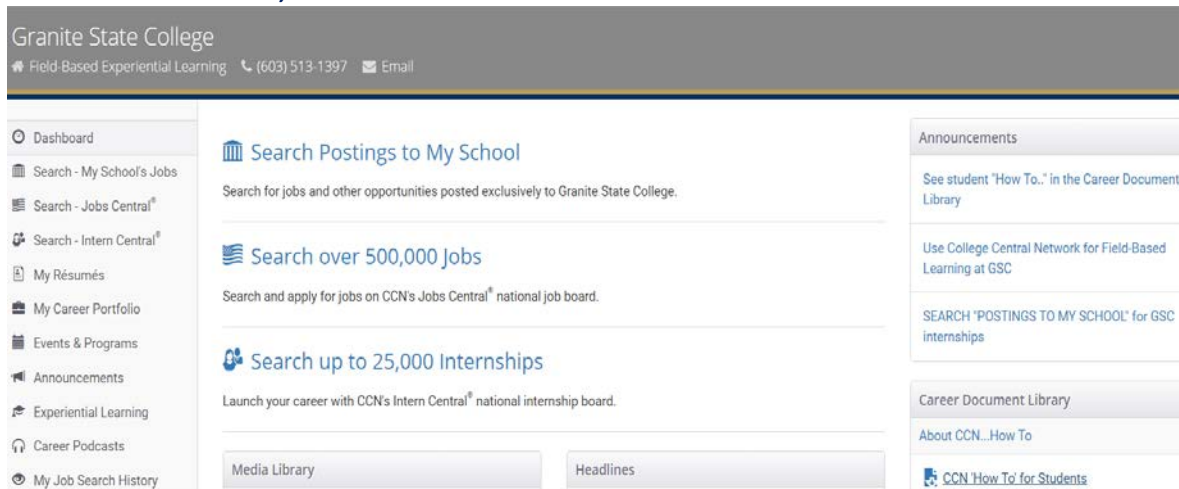
#### Here's how you start:


1. Go to [www.collegecentral.com/granite](http://www.collegecentral.com/granite) ...*this GSC resource site is about career planning and jobs and also for field-based learning(FBEL)*




2. Create Your Account:
  - a. For User ID, use your GSC ID# (9 digits)
  - b. Create/confirm a password and submit
3. At the top of the page, continue your registration process;
4. Finalize your registration and **'Submit Information'**;
5. You land at the CCN Dashboard.

**At the CCN Dashboard, there are numerous resources.**



Identify all menu choices listed in the left sidebar menu - including  Experiential Learning (you will be using it to access GSC FBEL guidelines and other documents).

To find FBEL options, click on 'Search Postings to My School', enter your preferences for location and other parameters, and choose from 'Job' types criteria (practicum, internship etc.)

**In your planning stage**, click on  Experiential Learning from the left sidebar menu, from there, go to your FBEL Type to the Submit Agreement choice.

On the Agreements Form page follow the process for your FBEL Agreement planning:

Download and read:

- FBEL Guidelines
- Student FBEL Agreement Proposal Worksheet
- Student Risk Form

Use the Worksheet to prepare your Proposed FBEL Agreement for submission through CCN.

Be sure to:

- Read the GSC Guidelines prior to submitting your Proposed Agreement.
- "Note" any questions to bring to your Advisor or Academic Affairs, Experiential Learning Manager: [Experiential.Learning@Granite.edu](mailto:Experiential.Learning@Granite.edu).
- Understand how to submit your FBEL Proposed Learning Agreement and other required forms through CCN.

**When you are ready to submit a Proposed FBEL Agreement**, go back to your CCN Dashboard and click on *Experiential Learning* from the left sidebar menu. Go to your FBEL Type, and fill out the Learning Agreement web form.

***FBEL PROPOSED AGREEMENT SUBMISSION DEADLINES ARE PUBLISHED IN TERM SCHEDULES***

**Still having trouble?**

- Contact [Experiential.Learning@Granite.edu](mailto:Experiential.Learning@Granite.edu) or your Advisor.