

MESSIAH COLLEGE

Registration for Academic Credit – PROFESSIONAL DEVELOPMENT EXPERIENCE

Professional Development Experience (PDE) - Guidelines & Policies

1. A maximum of 16 credits can be earned toward my graduation requirements via experiential education options (internships, practica, and professional development experiences). These credits are general elective credits and may not apply toward major requirements unless approved in advance by the academic department. I must submit the appropriate registration forms for these credits prior to the start of the PDE.
2. PDE sites should offer substantive experiences that relate significantly to my academic program and/or career goals as determined and approved by the my academic department.
3. I understand that all academic evaluation and grading will be the responsibility of the Internship Center Faculty.
4. I understand that PDEs are subject to the academic policies established by Messiah College as interpreted by the Academic Office and the Office of the Registrar.
5. I will pay tuition in accordance with the College's schedule of semester or summer session fees for any credits earned through a PDE arrangement.
6. The Messiah College Community Covenant applies toward my behavior during any PDE assignment.
7. I understand that permissible work absences include illness or other serious circumstances (keeping pace with coursework or co-curricular activities are not legitimate excusals). I will be responsible to notify the employer and my Internship Center Faculty in case of absence.
8. Any changes in my status (layoff, cutback in hours, or dismissal) must be reported immediately to Internship Center Faculty.
9. I am responsible to behave in a professional manner and to hold in professional confidence any information gained regarding the employing organization.
10. If I feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), I should contact my Internship Center Faculty immediately.
11. Due to the nature of a PDE arrangement, I may not withdraw from a placement except in severe and justifiable circumstances as determined by the Internship Center Faculty in consultation with the cooperating employer. A dishonorable dismissal will nullify the PDE arrangement at the risk of academic penalty and loss of tuition.
12. I am aware of all applicable personal medical needs and have consulted with a medical doctor with regard to them. I have secured health insurance coverage to meet any and all needs for payment of medical costs (including those incurred outside the United States) while I participate in this PDE. I assume all risk and responsibility for my medical or medication needs and the cost thereof.
13. I have provided Messiah College with all medical data and any other personal information necessary for a safe and healthy PDE experience. There are no physical or mental health-related reasons or problems which preclude or restrict my participation in this PDE. I assume full responsibility for any undisclosed physical, mental or emotional problems that might impair my ability to complete the PDE experience.
14. I understand that the Messiah College Internship Center Faculty may take any actions he/she considers to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the academic program, including termination of the PDE experience.