

MESSIAH COLLEGE Registration for Academic Credit – PROFESSIONAL DEVELOPMENT EXPERIENCE

(Please type or print)

Student Information

Last Name _____ First Name _____ M.I. _____ ID# _____
Address (during work experience) _____
City _____ State _____ Zip _____ Phone _____
Campus Address _____ Campus Phone _____ Campus Box # _____
Email (other than campus email – e.g., Hotmail) _____ Date of Graduation _____
Major _____ Academic Advisor _____ GPA _____

Credit Registration Information

I am applying for (check option): Semester: Fall 20 _____ Spring 20 _____ Summer 20 _____

This does not substitute for departmental practicum credit

- INT291 – Professional Development Experience (Sophomores)
- INT391 – Professional Development Experience (Juniors and Seniors)

- 1 Credit (40 hours)
- 2 Credits (80 hours)
- 3 Credits (120 hours)

Site Information

Name of Organization _____
Address _____
City _____ State _____ Zip _____
Supervisor _____ Title _____
Phone _____ Fax _____ Email _____
Website www. _____
Your Position Title _____ How much will you be paid per hour? \$ _____
Hours/Week _____ Start Date _____ End Date _____ Total Weeks _____ Total Hours _____
Job/Project Description (attach a separate sheet if necessary):

Approval

(By signing below the student affirms, and agrees to, the Guidelines & Policies on the back of this form.)

Student Signature _____ Date _____
Academic Advisor _____ Date _____
Internship Center Faculty _____ Date _____

Internship Center Faculty retains the attached, signed Student PDE Agreement

Distribution: Registrar, Advisor and Director of the Internship Center

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.

MESSIAH COLLEGE
PROFESSIONAL DEVELOPMENT EXPERIENCE (PDE) – STUDENT AGREEMENT

(This is a release. Please read carefully.)

STUDENTS MUST SUBMIT THIS COMPLETED FORM TO THE PDE INTERNSHIP CENTER FACULTY WHEN REGISTERING FOR CREDIT.

I, _____, ID# _____ am a student at Messiah College
(student name - please print)

and plan to undertake a PDE during: Fall Spring Summer, 20____ at the following location:

(PDE Site)

(city/state/country)

Messiah College itself does not control the way in which the PDE work experience and the PDE site is structured or operates. In granting academic credit for this PDE, the College affirms that, to the best of its judgment, the experience is an appropriate curricular option for students in a liberal arts program of study and worthy of Messiah College credit but makes no other assurances, expressed or implied, about any travel and living arrangements the student has made.

Messiah College does not knowingly approve PDE opportunities which pose undue risks to their participants. However, any PDE or travel carries with it potential hazards which are beyond the control of the College and its agents or employees.

INSURANCE COVERAGE

I have sufficient health, accident, disability and hospitalization insurance to cover me during my PDE; I further understand that I am responsible for the costs of such insurance and for the expenses not covered by this insurance, and I recognize that Messiah College does not have an obligation to provide me with such insurance.

I assume full responsibility for any undisclosed physical or emotional problems that might impair my ability to complete the experience, and I release Messiah College from any liability for injury to myself or damage to or loss of my possessions.

I understand that if I use my personal vehicle for the benefit of the agency with whom I perform my PDE, Messiah College has no liability for personal injury or property damage which may result from that use. I agree to rely solely on my personal vehicle insurance coverage and on any insurance coverage provided by my PDE agency.

I understand that I will not be entitled to unemployment compensation benefits upon completion of my PDE. Further, I understand that Messiah College assumes no liability for personal injury which I may suffer in the course of my PDE and agree to be responsible for ascertaining whether my PDE agency provides workers compensation coverage for me.

PERSONAL CONDUCT

I understand that the responsibilities and circumstances of an off-campus PDE may require a standard of professional decorum. Therefore, I indicate my willingness to understand and conform to the professional standards of the PDE site as well as to the terms of the Messiah College Community Covenant. I further understand that it is important to the success of the present PDE and the continuance of future practica that students observe standards of conduct that would not compromise Messiah College in the eyes of individuals and organizations with which it has dealings, and I acknowledge the PDE Internship Center Faculty's responsibility for setting rules and interpreting conduct for this purpose. I agree that should the PDE Internship Center Faculty decide that I must be terminated from my PDE because of conduct that might bring the program into disrepute, or the PDE into jeopardy, or violates the Messiah College Community Covenant, that decision will be final and may result in the loss of academic credit.

GENERAL RELEASE

I understand that Messiah College reserves the right to make cancellations, changes or substitutions in cases of emergency or changed conditions or in the general interest of the PDE program. I understand that the Messiah College PDE 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 PDE Program, including termination of the PDE experience.

It is further expressly agreed that the PDE site and its use of any and all facilities shall be undertaken by me at my sole risk and that Messiah College shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or to my property arising out of or connected with the PDE and with the use of any and all services, or facilities associated with the PDE, whether or not sponsored by Messiah College. I release, discharge and covenant not to sue Messiah College, its governing board, employees or agents as to any and all liability that may arise out of injury or harm to me, death, or property damage, resulting from my participation in this PDE, excepting only liability due to the negligence or willful misconduct of the College.

STUDENT SIGNATURE: _____ Age: _____ Date: _____