



# Engineering Management and Systems Engineering

## Approval Form for Experiential Learning Program

Student Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

All B.S. in Engineering Management students will meet one of the following core required experiential learning requirements plus one of the following elective experiential learning requirements:

### Core Required Experiential Learning Requirement:

- Eng Mgt 4907: In addition to regular course requirements for the capstone requirements for the capstone course, students must write a reflection of the learning experience with particular reference to concepts students have
- OR
- Engineering Management 3320: In addition to regular course requirements for the service learning based project management course, students must write a reflection of the learning experience with particular reference to concepts students have encountered in their curriculum thus far.

### Elective Experiential Learning Requirement:

- Co-op: Minimum of one fall or spring semester or two summer semesters.
- Internship: Two or more internships or one fall or spring semester.
- SDELC Recognized Student Design Team: Two or more semesters of memberships and substantial activity, relatable to Engineering Management core course material (eg. Project management, financial analysis, etc.).
- Engineers Without Borders: Two or more semesters of membership and activity, relatable to Engineering Management core course material (e.g. project management, financial analysis, etc.).
- Residential Life: One or more semesters in leadership position of RA or higher.
- Student Council: One or more semesters in a leadership role at the level of executive board or higher.
- Undergraduate Research: Two or more semesters in OURE or other department level research.
- Campus Ambassador: Three or more semesters as appointment campus student ambassador.
- Engineering Management Student Ambassador: Three or more semesters as Engineering Management Student Ambassador.
- Preview, Registration, and Orientation Advisor (PRO Advisor): Two or more semesters of service as campus PRO Advisor.
- Sorority, Fraternity or other Organizational Service Leadership Activity: Two or more semesters in a leadership role at the Executive Board level or higher.
- Study Abroad: Participation in Study Abroad of at least a summer semester duration or higher.
- Leadership Involvement Experiences: One year or more involvement in leadership experiences such as the Chancellors Leadership Academy or University Leadership Fellow.
- Academic Team Competition: Participation in two or more team competitions such as ASEM case study completion, IIE Student Simulation Contest, or SHS Simulations Competition.
- Custom: A student may suggest a custom experiential learning experience that is not described above. This experience must be submitted in the form of a proposal, and has to be pre-approved by the EMSE Associate Chair of Undergraduate Studies.





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For the above listed elective experiential learning requirements, students must receive pre-approval from the EMSE Associate Chair of Undergraduate Studies. Upon Completion of one or more of these experiences, the student must submit and sign a reflective writing that documents and details the experience in general, and also how the experience related to Engineering Management curriculum concepts. Signature on the submitted reflection will verify that the student did engage in the experiential learning activity.

Students must electronically submit their reflections for the required course and elective activities to the Engineering Management program undergraduate secretary for inclusion in the student file. The undergraduate secretary will periodically submit a report to the Undergraduate Studies Office indicating students who have fulfilled the requirement.

***The focus must be on “learning by doing” in an activity that generally falls outside the realm of the traditional lecture classroom experience and contributes significantly to professional and personal development.***

This activity as described above has been approved. An acceptable end-of-activity reflection must be attached for this activity to qualify for experiential learning credit.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

Below to be completed AFTER the activity is completed.

Was the activity completed satisfactorily? Yes No

Approved reflection is attached. Yes No

\_\_\_\_\_  
Activity Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Date

One original copy is to be kept in department.

EMSE Approved 3/2018

