Work-Experience Facts

- Work –Experience provides zero credit hour but it does meet the graduation requirement for BSBA student studying under 2008 catalogue or later.
- Student must be a junior or a senior to use the option of work-experience.
- There is no minimum GPA requirement.
- Student must complete a Learning Contract and Student Release Form (available on: www.ashland.edu/~kpitten) preferably 30 days prior to the start of the experience and no later than 4th week of the semester. No credit is given retroactively.
- Student must take the Learning Contract to the registrar’s office and register in person for BUS 239. There is no tuition attached to the course.
- Experience can be completed and registered during any semester-fall, spring or summer.
- Work-experience is expected to teach student to work as a business professional and perform satisfactorily in line with supervisor expectations.
- Student must work a minimum of 225 hours with the same employer and supervisor. The hours can be completed over a time period of six weeks to a year.
- Student must submit a work experience portfolio with five items: the learning contract, proof of hours worked, supervisor evaluations, job description and one page summary of accomplishments.
- Student earns a Satisfactory/Un-Satisfactory grade.