

INBM Field Experience Requirement – Work Experience Option

One option for fulfilling the field experience requirement for the INBM major is to complete an approved work experience and submit the necessary documentation. *Please note this option will fulfill the Field Experience requirement if successfully completed, but the experience will not become a part of the official academic record (transcript).*

The relevant work experience must be at least 120 hours. This may be paid or voluntary and does not need to be a formal internship.

The work experience must be approved, ideally in advance, by the student's academic advisor.

If a student has met the 120 hour minimum requirement, he/she should submit the following two documents to the INBM Academic Department Coordinator in 118 Althouse. Ideally, these documents will be submitted by Roll Call of the semester following the work experience, but no later than the final week of Fall classes during the Senior year:

1. A letter from the person to whom the student reported at her/his work experience. This letter must be on letterhead and include the address where the student worked, a phone number, the contact person, an email address, a summary of the hours worked, and – most importantly – a description of the students' responsibilities and tasks during the work experience. Note that this letter from the student's work supervisor is not an evaluation of the student but a description of the work experience.
2. The student must write a 2-3 page typed reflection that describes how the internship was beneficial to his/her educational experience at Dickinson. This should not be a reiteration of the content in the letter from the sponsor. Instead, this reflection should focus on how the student utilized information from his or her classes and/or campus experiences as part of the internship. Some possible questions could include: How was the internship related to the INBM major? What did the student learn that he or she did not know before the internship? Does the student see a future opportunity working in this industry? Please feel free to add other details to explain the educational component of the experience.

Questions may be directed to the Academic Department Coordinator.