



PETITION FOR EXPERIENTIAL STUDY | EXPSTDY 1r (ONE CREDIT)

ELIGIBILITY

This course is open to students who will be undertaking an internship, work, or lab-based research experience, for which academic credit is required. Students must have completed at least two semesters of study at the College and be in good academic standing prior to engaging in such activities and must enroll in EXPSTDY 1r during the concurrent semester, or the semester immediately following the work experience. Students cannot enroll in EXPSTDY 1r after completion of their studies required for graduation.

Students must complete the petition form below and submit it to the OUE for approval. The OUE will return the signed documents to the student, who must then submit them to the course head, prior to enrolling in the course. Once the course head has received the petition, they will permit the student to enroll in the course.

ACADEMIC REQUIREMENTS

At the end of the work experience, students will submit a 10-15 page portfolio* to their course advisor that must include the following:

- A description of the company or organization, its mission, and its core operations (no more than 1-2 pages).
- A detailed description of the student's role or project in the organization's operations, including daily activities and descriptions of any special projects or events with which the student was involved; up to half of the portfolio may be journal entries reflecting on the connections between their work and their concentration.
- A detailed description of how the work/internship experience was related to the student's concentration, and what impact the work/internship experience will have on the student's academic path through that concentration.
- A letter from the employer or supervisor verifying completion of the work experience.

The portfolio must be submitted to the course head no later than the last day of classes for the semester. A grade of Pass will be assigned after all the above materials have been reviewed. If these requirements are not met, a grade of Fail will be assigned.

*Departments may amend portfolio requirements to suit their disciplinary preferences.

STUDENT INSTRUCTIONS

1. Complete this form with the information requested below.
2. Submit this form to the OUE (oue@fas.harvard.edu).
3. Once OUE has approved (signed) and returned your petition form, submit the petition to the course head in your department.
4. As soon as possible, request to enroll in EXPSTDY 1r in the appropriate department.
5. After your work experience, or before the last day of classes in the semester, submit the materials described above, or those requested by your department, to the course head.
6. The course head will assign a grade of Pass or Fail.



HARVARD COLLEGE
Office of Undergraduate Education

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STUDENT INFORMATION

Name: _____ Class: _____

Email address: _____

Concentration: _____ House: _____

*I request to enroll in one course of Experiential Study in _____ (department),
carrying one unit of credit, as described in this petition, and to be graded Pass/Fail in the _____ (semester, year).*

EXPERIENCE INFORMATION

Name of organization: _____

Address of organization: _____

Name of contact person at organization: _____

Email: _____

Beginning and end dates: _____ Hours per week: _____

REQUIRED SIGNATURES

Student Signature: _____ Date _____

OUE Signature: _____ Date _____

Instructor Signature: _____ Date _____