# Determine Work-Based Learning Graduation Requirement

## PURPOSE

Participating in work-based learning can improve your career outcomes by helping you gain professional experiences, skills and build professional networks. Whether it is required for your program or not, this is an essential step for gaining experience in your chosen field and for clarifying your good-fit career choices. This activity will help you identify your options for work-based learning, and how that aligns with your program of study.

## ACTION

To determine if your degree requires an internship, externship, clinical or co-op, you will need to visit the [Area of Study](http://www.clark.edu/academics/programs/) webpage to locate your specific program map which details course requirements. To properly plan, you must know how many credit hours are expected, when to register and what class to register for. You are encouraged to connect with your academic advisor in [Advising Services](http://www.clark.edu/enroll/advising-services/index.php) for clarity on your graduation requirements. Use this log to track your progress.

### Determine program requirements and opportunities for work-based learning:

| **Suggested Action** | **Notes or Feedback** |
| --- | --- |
| Review [Program Worksheet](http://www.clark.edu/enroll/advising-services/worksheets/index.php) to identify degree course requirements |  |
| Review the [Work-Based Learning](http://www.clark.edu/enroll/careers/coop-internship/index.php) webpage  |  |
| Meet with the Work-Based Learning Program Manager in [Career Services](http://www.clark.edu/enroll/careers/index.php) for support  |  |
| Meet with a [Career Advisor](http://www.clark.edu/enroll/careers/career-center/index.php) (for career clarity) |  |
| Met with an [Academic Advisor](http://www.clark.edu/enroll/advising-services/index.php) (for information on degree requirements) |  |
| Meet with a [Faculty Advisor](http://www.clark.edu/enroll/advising-services/contact.php) (program specific support) |  |
| Identify work-based learning areas of interest |  |
| Other actions  |  |

### Review & Reflect

Does your degree require a type of work-based learning (e.g. internship, externship, clinical or co-op)?

If so, what is the name of the course, and how many credits are required?

Tranfser students: make sure to review your program of study at the institution you plan to transfer to. Do they have a work-based learning requirement?

Did you meet with Clark College staff to discuss your work-based learning options, and what did you learn?

## NEXT STEPS

Continue on to the Work-Based Learning Deeper Dive activity in this section: *Participate in Work-Based Learning.*

You are now one step further in MyPlan. At this point we encourage you to discuss your progress with a faculty or staff member at Clark College; such as an Academic or Faculty Advisor, Career Services staff, or an Instructor.

It may be useful to print out and refer to this completed activity before your meeting, or email it to the staff/faculty ahead of time.