

# **WORK EXPERIENCE GRADUATION REQUIREMENT**

INSTRUCTIONS FOR APPROVAL

Prior to graduation, undergraduate students must complete and record a minimum number of work experience hours based on their degree program. This work experience must meet the following requirements:



#### **RESEARCH & INQUIRY**

Research local companies that align with your career goals or interests and/or connect with WSOA Career Services for available positions.

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### **CONFIRM OPPORTUNITY**

Confirm with WSOA Career Services that your intended work experience will meet the qualifications for your graduation requirement.



# BEGIN INTERNSHIP

Complete the required amount of work experience hours based on your degree program.



## **EMPLOYER VERIFICATION**

Submit your 'Employer Work Experience Verification Form' to direct supervisor for completion.



### STUDENT REFLECTION

Submit a digital copy of your completed 'Student Work Experience Reflection Form' and 'Employer Work Experience Verification Form' for approval via email to wsoa.workexperience@woodbury.edu

# **WORK EXPERIENCE REQUIREMENTS:**

1. To ensure an adequate exposure to the professional world, a minimum number of work experience hours must be recorded per degree program as follows:

- Bachelor of Architecture:
- Master of Architecture
- Interior Design:
- CS Design Computation:
- CS Media Arts:
- Construction Management:
- Sustainable Practices:

- 2. To ensure students are fairly rewarded for their efforts, student work experience must be compensated at no less than minimum wage.
- 3. To ensure a close relationships between the student's work experience and their academic coursework, each student's internship is required to be directly related to their degree program and supervised by professionals in the built environment. Freelance work is not considered a supervised experience.

In lieu of the paid work experience requirements above, students may also complete up to 160 hours of volunteer work with pre-approved non-profit organizations. As the aforementioned forms may not be applicable to the volunteer experience, students opting to take this route will instead submit a letter from their supervisor (on the organization's letterhead) verifying the student's responsibilities, number of hours worked, and how well the student executed their assignments. This letter will be submitted directly to the WSOA Career Services Department at:

wsoa.workexperience@woodbury.edu

