



## INDIANA UNIVERSITY

PAUL H. O'NEILL SCHOOL OF PUBLIC  
AND ENVIRONMENTAL AFFAIRS

# Prior Experience

## Master of Environmental Sustainability (MES)

### Professional Experience Information

#### What is Professional Experience?

The O'Neill School of Public and Environmental Affairs at Indiana University - Bloomington may grant credit to students who have had relevant Professional Experience above the undergraduate level gained **prior** to the start of their graduate program at O'Neill. Credit for professional experience reduces degree-program credit requirements.

Professional-experience credit may be granted in the core, concentration, or capstone portion of the MES degree, or in combinations of these, at the discretion of the MES Program Director. Professional-experience credit will result in a reduction in the total number of credit hours required for the MES degree program. Once the decision is shared with O'Neill's Graduate Records Office, the student's online Academic Advising Report will be updated, and the student will be notified via their IU email.

#### Am I eligible?

Students are eligible to apply:

1. Once they have been unconditionally admitted to the SPEA-BL MES degree program.
2. Before they have completed 24 hours of coursework.
3. If they have relevant, full-time work experience gained **after completing an undergraduate degree and prior to the start of O'Neill graduate studies**.
  - Relevant experience is **above the entry level**, involved some independent managerial, analytic, or scientific responsibility and complements the student's academic program and future public service career.
  - Work in any sector (public, nonprofit, or business) and work in any part of the world is eligible for consideration. All MES students are equally eligible to apply.

Experience that is unrelated to a career in environmental sustainability, or has not involved responsibilities beyond entry-level work, generally does not qualify for professional experience. The work is generally assumed to have been paid, full-time work, but students may make the case for highly relevant volunteer and part-time work.



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### How much can I apply for?

For the MES, any combination of Prior Experience credit reductions (Professional, Military, and Volunteer Experience applications) will not exceed 6 credits.

Suggested application guidelines based on years of professional experience (which should include only experience gained after graduating from undergrad and before beginning your master's program):

- 3-credit-hour reduction: **2-4 years** of technical, administrative, scientific, or policy-level work experience with a government, nonprofit, or private agency.
- 6 credit-hour reduction: **4-6 years** of relevant full-time analytic, technical, managerial, scientific, and/or science-based policymaking experience in environmental science, environmental management, or science-based, environmental policy, with significant responsibilities, for example, in research design, program leadership, budgetary oversight, organizational or staff development, analysis, or planning.

### How do I apply?

- Applications must be received before completing 24-credit hours.
- If you have held more than one position, select the most relevant one as your primary position, for which the most detail will be required. Descriptions of additional professional positions you would like to be considered should also be submitted.
- Fully complete the Professional Experience Application, found on the next pages, and include a current, complete resume. A complete resume includes (1) all prior jobs and job titles with clear dates of employment (month and year) (2) all prior degrees and graduation dates, (3) the month and year in which you matriculated into the O'Neill MES program, (4) relevant volunteer assignments such as board service, and (5) distinguishes full-time jobs from part-time jobs.
- Please provide the specific number of credit hours you are requesting for reduction, not a range.
- Return the completed application to the O'Neill Graduate Records Office at [oneillrc@iu.edu](mailto:oneillrc@iu.edu).



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### Master of Environmental Sustainability (MES)

### Professional Experience Application

Date of Application: \_\_\_\_\_

Full Name: \_\_\_\_\_ IU Email: \_\_\_\_\_

Degree: \_\_\_\_\_ Concentration: \_\_\_\_\_

Starting Term\*: \_\_\_\_\_ Hours completed towards MES Degree: \_\_\_\_\_

*\*Only work experience prior to this date will be considered towards Professional Experience. Only experience gained after graduating with a bachelor's degree and before beginning an O'Neill master's degree will be considered. Once your master's program begins, no additional experience will be counted towards a credit reduction.*

Total combined years of experience among all positions submitted for consideration: \_\_\_\_\_

Professional Experience Request is for (please enter either **3** or **6**) \_\_\_\_\_ credit hours.



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**On a separate sheet or document, please address the points below for each position you'd like to be considered. Only positions for which these questions have been answered will be considered as part of your application. Clarity and vision are more important than the length of your remarks.**

1. Title of position:
2. Name and address of organization:
3. Name and title of immediate supervisor:
4. Dates of employment (include month and year):
5. Full- or part-time:  
-If part-time, approximately how many hours per week?
6. Briefly describe the nature of the job and the kinds of decisions you were required to make. Provide specific information about your level of authority, the budget over which you had direct influence, if any, and the number of individuals you supervised, if any.
7. How has the work complemented your course of study and/or public service career plans?

**Please attach a current, complete resume.** Your resume should include the month and year you earned your bachelor's degree. You may submit additional supporting information if you wish.

**Return the completed application to the O'Neill Graduate Records Office at [oneillrc@iu.edu](mailto:oneillrc@iu.edu).** Please allow at least 2 weeks for processing. The MES Faculty Program Director will review your application, and you'll be notified of the decision via your IU email.

Revised 1/2025