



INDIANA UNIVERSITY

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

Prior Experience: MIA Professional Experience Information

What is Professional Experience?

The O'Neill School and Hamilton Lugar School at Indiana University - Bloomington may grant credit to MIA students who have had relevant Professional Experience gained **prior** to the start of their graduate program at O'Neill/HLS. Credit for professional experience reduces degree-program credit requirements.

Professional Experience credit earned will result in a reduction of the total number of credit hours required for the MIA degree. 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 O'Neill/HLS MIA 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/HLS graduate studies**.
 - Relevant experience must be **above the undergraduate and/or entry level**

All MIA students are equally eligible to apply. Note that the work must be relevant to an international affairs degree; not all accumulated work experience will necessarily count toward prior professional experience.



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How much can I apply for?

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

- To receive a 3-credit hour reduction, a student must have a minimum of two years of relevant full-time professional experience.
- 6-credit hours is generally possible with 5 years of relevant full-time professional experience.

You should carefully plan the balance of your program with an advisor in order to utilize the full benefit you qualify for.

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 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 MIA 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 in room A328 or via email to oneillrc@iu.edu.



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Prior Experience: MIA Professional Experience Application

Date of Application: _____

Full Name: _____ IU Email: _____

Degree: _____ Concentration: _____

Starting Term*: _____ Hours completed towards MIA 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 select 3 or 6 credits*): _____



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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?
8. Did you work with elected or appointed officials, or other public serving agencies, organizations, or individuals? Did you influence the policy decisions made by any of these officials? Explain.

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. Please allow at least 2 weeks for processing. The MIA Faculty Program Director will review your application, and you'll be notified of the decision via your IU email.