

Please print

Student Name _____ Student ID# _____

Anticipated Graduation Date: JAN MAY AUG DEC 20 _____ Year Entered Taylor/Catalog Year: _____

Major(s): _____ Minor(s): _____ Degree: AA BA BM BS

Student Signature _____ **Date** _____

I have read and agree to the experiential education policies. I understand that the practicum—internship registration form must be submitted prior to the course enrollment term and that late submissions may not be approved due to insufficient time for evaluation.

Course Enrollment Term

Summer 20 _____ Fall 20 _____ Interterm 20 _____ Spring 20 _____

Course #	Credit Hours	Course Title

Practicum—Internship Description/Assignments/Duties *Attach practicum—internship proposal and additional comments if necessary.*

Practicum—Internship Organization

Organization Name _____

Location: City, State _____ Country (if applicable) _____

_____ Academic Course Load for Enrollment Term *(including all courses to be taken elsewhere for credit and/or no credit)*

_____ Cumulative Earned Credit Hours

_____ Total # of Work Hours Required _____ Total # of Work Weeks Required

_____ Start Date of Practicum—Internship _____ End Date of Practicum—Internship

Approval Signatures **➡** *Obtain signatures of the advisor, instructor and department chair before submitting registration form to the Office of the Registrar.*

Academic Advisor _____ **Date** _____

Instructor _____ **Date** _____

Course Department Chair _____ **Date** _____

Faculty Compensation: Yes No

Approved Denied _____ CRN _____

Registrar _____ **Date** _____

Academic School Dean _____ **Date** _____

EXPERIENTIAL EDUCATION POLICY

Experiential education includes practicum experiences, internships, and field and travel studies providing students with the opportunity to integrate theoretical learning in a major field of study with actual work experience in a variety of non-classroom settings. Students should consult with academic departments and supervising faculty for departmental policies, guidelines and responsibilities.

Tuition for experiential education completed during the summer is at the standard summer session credit hour rate. Financial aid is not applied to summer registration. Experiential education courses are not eligible for audit credit.

PRACTICUM

Usually completed during the summer, a practicum course is a significant applied-learning experience with a meaningful, supporting component that enables students to observe, apply and better understand previously studied theory.

An individual practicum can be done for 1-4 hours of credit; a maximum of eight hours of credit can be earned through practicum experiences for degree requirements, subject to departmental requirements. Completed under the direction of a faculty advisor and an employer supervisor, students are required to complete a minimum of 40 clock hours of work experience for each academic credit earned. Academic departments may require additional work hours to meet curriculum requirements within the major program; students should consult with academic departments and supervising faculty for departmental policies, guidelines and responsibilities.

Students generally arrange their own practicum assignment with guidance from and the approval of the supervising instructor. Registration for a practicum takes place before the term in which the practicum credit is to be given. Enrollment in a practicum requires the consent of the instructor and the approvals of the academic advisor and course department chair.

Academic credit is given for the practicum; therefore, the cost of a practicum is the same as for a regular course and is based on the number of credit hours. Tuition for a practicum completed during the summer is billed at the standard summer session credit hour rate. Financial aid is not applied to summer registration.

INTERNSHIP

An internship is an advanced-level, discipline-related, culminating field experience directed toward preparing students for professional licensure or entry-level positions. Internship placements should be substantive, new and educationally rewarding, rather than a continuation of a prior work experience.

Completed under the direction of a faculty advisor and an employer supervisor, students are required to complete a minimum of 40 clock hours of work experience for each academic credit earned. Academic departments may require additional work hours to meet curriculum requirements within the major program; students should consult with academic departments and supervising faculty for departmental policies, guidelines and responsibilities. Students may earn a maximum of 16 hours of credit, subject to departmental restrictions, toward graduation requirements through the internship experience.

Internships are usually completed during a regular semester and require students to devote their full time, effort and attention to completing requirements. Therefore, it is recommended that students not enroll in additional courses during the term when internships are being completed.

Academic credit is given for the internship; therefore, the cost of an internship is the same as for a regular course and is based on the number of credit hours. Tuition for an internship completed during the summer is billed at the standard summer session credit hour rate. Financial aid is not applied to summer registration.

FIELD & TRAVEL STUDY

Field and travel study experiences are usually a component of a regular course and provide students opportunities to learn, observe and assist professionals with selected tasks in an off-campus setting related to a career or program goal. Students are placed, supervised and evaluated by the faculty responsible for the course. Assignments related to field experiences become part of the overall course evaluation.

Academic credit is given for field and travel studies; therefore, the cost of a field or travel study is the same as for a regular course and is based on the number of credit hours. Tuition for a field or travel study completed during the summer is billed at the standard summer session credit hour rate. Financial aid is not applied to summer registration.