# Internship/Practicum Registration

**Please Print**

Student Name: ___________________________  Student ID #: ___________________________

Anticipated Graduation Date: J AN M AY S U M D E C 2 0 ____  Catalog Year: ___________________________

Primary Major: ___________________________  Minor: ___________________________  Degree: AA BA BM BS

**Student Signature:** ___________________________  **Date:** ___________________________

I have read and agree to the experiential education policies. I understand that the internship/practicum 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

Circle one: Fall  Interterm  Spring  Summer  20______ Course #: ___________________________  Credit Hours: ________

Course Title: ___________________________  # Working Hours Required/Credit: ________

### Internship/Practicum Placement

Organization: ___________________________  Location: ___________________________

Duration: from ___________________________ to ___________________________  Name of Supervisor: ___________________________

Supervisor Contact: Email: ___________________________  Phone: ___________________________

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

Duration of Internship/Practicum (number of weeks): ________  Anticipated # of Hours Working/Week: ________

How did you secure your internship/practicum placement (circle all that apply): Family, Family friend, Professor/Advisor, Calling and Career Office, Direct Connection with Alum, Other? ___________________________

How will you be compensated? (circle all that apply): Hourly Wage, Stipend, Commission, Housing, Food, Gas, Unpaid, Other? ___________________________

Please attach responses to the following questions:

1. Please provide a copy of your job description and/or anticipated responsibilities (if known).
2. Please list 3-4 personal and/or professional goals in regard to what you hope to gain from this experience.

### Approval Signatures:

Obtain signatures of your adviser, instructor and department chair before submitting registration form to the Office of the Registrar.

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<tr>
<th>Role</th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td><strong>Academic Advisor</strong></td>
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<td><strong>Instructor</strong></td>
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<td><strong>Course Department Chair</strong></td>
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Faculty Compensation: _Y_  _N_

_______ Approved  ________ Denied  CRN ____________

**Registrar** ___________________________  **Date:** ___________________________

**Academic School Dean** ___________________________  **Date:** ___________________________

Revised March 2015
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. Check with the Financial Aid Office to inquire about possible assistance for the summer term. Experiential education courses are not eligible for audit credit.

Registration forms for experiential education are available online at [http://www.taylor.edu/academics/registrar](http://www.taylor.edu/academics/registrar). For additional information, please refer to the Registration section of the catalog.

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 should take 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.

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.

Field and 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.

Office of the Registrar 2/19/2010