

Practicum/Internship Registration

***See second page for Experiential Education Policy***

***Student Acknowledgement:*** *By completing and submitting this form in hard copy or electronically, you affirm that you have read and agree to the experiential education policies and understand that the practicum/internship registration form must be submitted prior to the course enrollment term and that late submissions might not be approved due to insufficient time for evaluation. Your signature or email will serve as your signature.*

Student Name:

Student ID:       Anticipated Graduation Date:  20   Classification:

Degree:  Major(s):

Concentration(s):

Minor(s):

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Term:  20   Course ID:       Title:       Credits:    CRN:

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Organization Name:

Location:

Name of Supervisor:

Email of Supervisor:

Anticipated Number of Hours Working per Week:    Phone Number of Supervisor:

Duration of Placement:  Dates of Placement:       -

Academic Credit Load for Term:  *(includes all credit through other colleges and Taylor, including this placement)*

taking non-credit courses during enrollment term. Explanation:

How did you secure your placement *(check all that apply)*:  Family  Family Friend  Professional/Advisor

Direct connection with Alum  Other:

Calling and Career Office  Other:

In addition to college credit, how will you be compensated *(check all that apply)*:  Unpaid  Hourly Wage

Stipend  Commission  Gas  Other:

Housing (Room)  Food (Board)  Other:

Attach a copy of your job description and/or anticipated responsibilities.

Attach a list of 3-4 personal and/or professional goals in regard to what you hope to gain from this experience.

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***Instructions for Signatures:*** *Please type your name in the space provided. Then, forward form directly to the next person on the list. Your email will serve to authenticate your signature. Once all signature approvals are received, Chair shall forward to the Registrar for processing.*

***Student:****Date:*

***Advisor:****Date:*

***Instructor:*** *Date:*

***Chair:****Date:*

*Faculty Compensation?*  *Yes*  *No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***School Dean:*** *Date:*

Approved  Denied Comments:

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

***Experiential Education***

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.

***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 for this experience.

***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 for this experience.

*This policy is subject to change; see current academic catalog for official policy.*