



# Practicum/Internship Registration

See reverse side for Experiential Education Policy

Please clearly print all information.

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

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.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Course Enrollment Term

Fall 20 \_\_\_\_\_  Interterm 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_  Summer 20 \_\_\_\_\_

Course #	Credit Hours	Course Title	CRN

### Practicum/Internship Placement

Organization: \_\_\_\_\_ Location: \_\_\_\_\_

Duration of Placement: \_\_\_\_\_ (# of weeks) Duration: From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Anticipated Number of Hours Working/Week: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Supervisor Contact: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Academic Credit Load for Term: \_\_\_\_\_ (combine this placement, other Taylor courses, and courses from other colleges)

Yes  No Are you taking any non-credit courses during the enrollment term? If yes, explain: \_\_\_\_\_

How did you secure your placement? Check all that apply.  Family  Family friend  Direct connection with Alum  
 Professional/Advisor  Calling and Career Office  Other: \_\_\_\_\_  Other: \_\_\_\_\_

In addition to college credit, how will you be compensated? Check all that apply.  Hourly wage  Stipend  Commission  Gas  
 Housing (Room)  Food (Board)  Other: \_\_\_\_\_  Other: \_\_\_\_\_  Unpaid

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.

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

**Academic Advisor** \_\_\_\_\_ **Date** \_\_\_\_\_  
signature print name

**Instructor** \_\_\_\_\_ **Date** \_\_\_\_\_  
signature print name

Faculty Compensation?  Yes  No

**Course Department Chair** \_\_\_\_\_ **Date** \_\_\_\_\_  
signature print name

### For Office Use Only

**Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

**Registrar** \_\_\_\_\_ **Date** \_\_\_\_\_

Approved  
 Denied **Comments:** \_\_\_\_\_

Course Details  Placement  Duration  Supervisor  SSASECT CRN: \_\_\_\_\_  
 Credits  Attach Description  Attach Goals  Compensation  SFAREGS

## 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 <https://www.taylor.edu/offices/registrar/forms>. For additional information, please refer to **Specific Registration** in the Registration section of this catalog.

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### **Practicum**

Usually completed in the Summer term, 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, & 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 term is billed at the standard Summer session credit hour rate for this experience.

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### **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 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 term is billed at the standard Summer session credit hour rate for this experience.

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### **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 term is billed at the standard Summer session credit hour rate for this experience.

*This policy is subject to change; please refer to **Experiential Education** in the Academic Policies and Regulations section of the academic catalog.*