REQUEST FOR CREDIT: Experiential Learning / Internship

UST ID# ___________________ Name ____________________________________________________________________________

Last             First           MI

Please read the information and policies (backside of this form) and attach your formal request and supporting documentation. [Note: A maximum of eight (8) credits of Experiential Learning may be counted toward the 132 credits required for graduation.]

Title of the Project (maximum 30 characters, including spaces)

1. Who from the University will evaluate the academic requirements?
________________________________________________________________________

2. Who from outside the University will supervise and evaluate the experience?
________________________________________________________________________

Term (please circle): Year: __________
Fall / J-Term / Spring / Summer I / Extended Summer / Double Session Summer / Summer II

Department: ________________ Course number and credit: □ 476 (2-cr) □ 478 (4-cr)

I have read and understood the policies on the back of this form regarding Experiential Learning.

Signature of Student: ___________________________ Date _________________

This form, complete with the signatures of the Department Chair and the Dean of the appropriate College/School and accompanied by the required supplementary documents, must be presented to the Office of the Registrar at the time of registration for the course.

Signature of Instructor: ___________________________ Date _________________

Signature of Dept Chair / Program Director: ___________________________ Date _________________

Signature of appropriate Dean: ___________________________ Date _________________

Return form to: Registrar’s Office MHC 126, Mail #5001
Policies regarding Experiential Learning

The University grants credit for experience to a registered student if the student’s proposal for the work (to include the method of evaluation of the learning that occurs) receives prior approval of the department involved, and the student successfully completes the experience agreed upon.

Credit granted in this way is graded on an S/R (pass/fail) basis. A maximum of eight credits of Experiential Learning may be counted toward the 132 credits required for graduation. The regular tuition for the number of credits is charged.

Prior to the occurrence of the experience for which credit is being sought, a student makes a formal request for four credits or two credits. This request includes:

- A detailed description of the experience for which credit is sought and a statement of its academic significance and validity in the student’s program;
- An indication of any supplementary academic requirements to be fulfilled: papers, reports, etc;
- The name of the person at the University of St Thomas who will approve the proposal, maintain periodic contact with the off-campus supervisor and student, and corroborate the evaluation of the experience; and
- An outline of the evaluation procedures to be used.

Students requesting credit for Experiential Learning usually will have attained junior or senior status. The chair of the department in which credit will be awarded must approve the request.

The minimum number of hours of on-site work (usually 100 hours for two credits; 200 hours for four credits), meetings with St. Thomas faculty, meetings with the on-site supervisor, and evaluation of the project will be determined by the department.

Forms must be completed, obtaining signatures from the faculty member, the chair of the department, and the dean. The form is then presented to the Registrar’s Office at the time of registration.

Note: When a person at the University of St Thomas provides supervision and evaluation of the experience, the student should seek credit by means of Individual Study. The application form for Individual Study / Research can be downloaded from the Registrar’s website at [www.stthomas.edu/registrar/student/forms](http://www.stthomas.edu/registrar/student/forms) or one can be picked up in the Registrar’s Office (MHC 126).