

385 Practicum (1-8 credit hours)

With approval from an academic major any student of junior standing or above who has adequate coursework may secure college credit for significant working or participatory experience by enrolling in practicum. Approval will be given only if there is evidence of significant new learning opportunities related to the student's major field. Credit is variable with a maximum of one credit per week (40 work hours of non-repetitive experience for up to eight credits). Each practicum will have two supervisors: a work supervisor and an academic supervisor. All paperwork for practicum must be processed prior to the activity and will not be accepted after the fact. A student may take no more than two practicum experiences to a maximum of 12 total hours of credit, with no more than eight toward a major. A student may take a maximum of 12 hours total of credit, with no more than eight toward a major. Specific guidelines for a major may be obtained from faculty in that discipline. Graded "S/U."

Prerequisite: A minimum of 12 hours in the discipline. Note: student should check with their specific department for exceptions to this policy.



385 - PRACTICUM

Student's Name _____ ID# No. _____

Campus Box No. _____ Home Address _____
Street City State Zip

Major: _____ Minor: _____ Class: (check one) Junior _____ Senior _____

To be taken: (check one) Fall _____ Interim _____ Spring _____ Summer _____ Year _____

Credit hours completed to date in discipline in which the practicum is being done (should be 12 or more): _____

Department _____ Number of semester hours for this practicum: _____ (1 – 8)

Title of Project: _____

Location of project (mailing address): Company Name _____

Street Address: _____ - _____ City/State/Zip: _____

Work Supervisor Name: _____

Phone Number (_____) _____

Work schedule and duration: Date work begins _____ Date work ends _____

Hrs. per week _____ Total hours planned _____ (must complete 40hrs per credit)

Attach the following information on a separate paper:

Prose summary of project:

Bibliography: (May not apply)

Describe the way your work will be evaluated by the faculty sponsor:

NOTE: Before any work is begun, this form must be completed and submitted to the Office of Academic Registration & Records, registration completed and the approved form must be received by the student and sponsoring faculty.

IT IS THE STUDENT'S RESPONSIBILITY TO GET ALL APPROPRIATE SIGNATURES.

Signature of Student _____ Date _____

Signature of sponsoring faculty member _____ Date _____

Approval of Department Chair of discipline _____ Date _____

Approval of Registrar _____ Date _____

Original to Registrar Copy to faculty sponsor _____ Copy to student _____

Revised September 2017