

Internship/Experiential Learning Request

Please read the information and policies located on the reverse of this form and attach your formal request and any supporting documents.

STUDENT INFORMATION	
Student Name	St. Thomas ID

PROJECT INFORMATION	
Title of Project (maximum of 30 characters, including spaces)	
University of St. Thomas Faculty/Staff who will evaluate the academic requirements of your project	Project Evaluator
Non-University of St. Thomas person who will supervise and evaluate the project experience	Project Supervisor

ACADEMIC INFORMATION		
Department		
Zero-credit course request	Course Number 478	Credit N/A
For-credit course request	Course Number 476	Credit (enter 1,2,3 or 4)
Year:	Term:	<input type="checkbox"/> J-term <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall

REQUIRED SIGNATURE(S)	
By signing, you agree to the terms and policies listed on the back of this form and you are requesting that the Office of Student Data and Registrar register you for the course listed above.	
Student Signature	Date
This form, complete with signatures of the Department Chair and the Dean of the appropriate college/school, accompanied by the required supporting documents, must be presented to the Office of Student Data and Registrar at the time of registration for the course.	
Instructor Signature	Date
Department Chair/Program Director Signature	Date
Dean Signature	Date

Return this form to:
 University of St. Thomas
 Office of Student Data and Registrar, Mail 5001
 2115 Summit Ave, Saint Paul, MN 55105-1096
 registrar@stthomas.edu

Policies Regarding Internship/Experiential Learning

The University of St. Thomas grants academic 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.

Internship/Experiential Learning courses are graded on a Pass/Fail (S/R) basis. A maximum of eight credits of Experiential Learning may be counted toward the 129 credits required for graduation. The regular tuition rate is charged per credit granted.

Students who request credit for Experiential Learning typically have attained junior or senior status. The chair of the department in which credit will be awarded must approve the request. 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 complete and contain signatures from the instructor, the chair of the department and the dean. The completed form and any supporting documentation is returned to the Office of Student Data and Registrar at the time of registration.

For-credit Experiential Learning Experience:

Prior to the occurrence of the experience for which credit is being sought, a student makes a formal request for zero (0), one (1), two (2), three (3) or four (4) 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: paper, 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.
- An outline of the evaluation procedures to be used.

Credit(s) allotted will comply with the undergraduate credit hour policy.

# of credits	Total hours*
1	42.5
2	85
3	127.5
4	170

* The total number of hours reflects a combination of faculty-led instruction, out-of-class work, and on-site work.

Zero-credit Experiential Learning Experience:

Zero-credit internship/experiential learning option is available to all students looking to have their experience reflected on their transcript and for international students who are enrolling for CPT (Curricular Practical Training). A \$50 fee will be assessed for zero-credit internship/experience recognized on a student's transcript. Meetings with St. Thomas faculty, meetings with the on-site supervisor and evaluation of the project will be determined by the department.