

# Experiential Learning Registration Form



Experiential learning programs provide students with valuable practical experience that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Experiential learning programs may fall into several categories: internships, externships, cooperative education programs, clinical experiences, field experiences, student teaching, practica or other applied experiences. Under some circumstances, students may earn academic credit for such experiences.

This form must be completed and **submitted to the Office of the Registrar prior to the beginning of the experience** to register an experiential learning program that meets **any** of the following criteria.

- University of Denver credit is awarded.
- The experience is outside of the United States.
- The student is at DU on an F or J visa.
- Required for degree program.

**PLEASE SEE ADDITIONAL INFORMATION AND INSTRUCTIONS ON THE REVERSE OF THIS FORM.**

Section I – Student Personal Information	
Name:	DU ID #:
Degree Program:	Major:
International Student (F or J visa): <input type="checkbox"/> Yes <input type="checkbox"/> No	

Section II – Experiential Learning Information		
Experience Title (Course):		
Begin Date:	End Date:	Hours per week:
Site Supervisor Name:		Telephone Number
Term in which experience begins:		Year:
Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Description:		
Learning Outcomes: <input type="checkbox"/> Work Experience <input type="checkbox"/> Clinical Experience <input type="checkbox"/> Other:		
DU Faculty Supervisor Name:		
DU ID#	Telephone #	

Section III – Organization/Employer Information		
Organization Name:		
Organization Contact Person:		
Mailing Address:		
City, State, Zip Code:		
Phone:	Fax:	Email:
Site Address (if different from above):		

Section IV – Course Information				
CRN:	Subj:	Course #:	Section #:	Credits:

Section V – Approvals & Signatures		
<b>Not all approvals are required. (See Approvals section on reverse)</b>		
1. Student Signature:		Date:
2. Faculty/Department:		Date:
3. Site Supervisor:		Date:
4. International Student Services		Date:

# Experiential Learning Registration Form Instructions

## General Information

1. Some programs may also require supplemental forms.
2. This form should not be used for graduate teaching or research assistantships at DU.

## Approvals Required

Not all approvals are required. Signatures 3 and 4 are required only in circumstances below.

1. Student Signature must be provided on all forms.
2. DU faculty or department approval must be provided on all forms.
3. Site supervisor approval may be required by some departments.
4. International Student Services must approve Experiential Learning for DU students on F or J visas.

## Instructions for Student

1. Complete Section I – Student Personal Information.
2. Consult with your sponsoring department to assure experience meets requirements.
3. Complete Section II – Experiential Learning Information in consultation with your Experiential Learning Site and DU Academic Supervisor. Description should contain a summary of activities. Learning Outcomes may be multiple.
4. Complete Section III- Experiential Learning Site Information in consultation with your Experiential Learning Site
5. If experience is associated with a DU course (either for credit or without credit), complete Section IV – Course Information.
6. Obtain faculty supervisor or sponsoring department approval.
7. Completed form must be submitted to DU Office of Registrar.

## Instructions for DU Sponsoring Department and Faculty Supervisor

Sponsoring departments and supervising faculty are expected to understand and comply with University policies and requirements for the approval of Experiential Learning programs. If the Experiential Learning is outside of the United States, Risk Management and Office of Internationalization assessment and approval are required. If a contract is required by the Experiential Learning Site, contract review by the Office of the University Counsel may be required in accordance with the University's contract review process. The signature of sponsoring department or faculty supervisor on this form represents compliance with all applicable University policies and requirements.

1. Review Section II – Experiential Learning Information. Assure experience meets degree program requirements and guidelines for awarding academic credit.
2. If Experiential Learning is associated with a course (either for credit or without credit), review Section IV – Course Information. Experiential learning classes must entail four to seven hours per week per credit hour equivalent. For example, to equate to four credit hours (half-time status at the graduate level), students' activities must be at least sixteen hours per week for a ten-week quarter. The course title should be added in Section II.
3. If grades are assigned, the faculty supervisor must obtain the student's evaluation from the site supervisor and assign an appropriate grade in a timely fashion.

## Instructions for Site

1. Provide student with experience description; review description on Experiential Learning Registration Form for consistency.
2. Sign Experiential Learning Registration Form and return to student.
3. Provide evaluation of student's performance to DU faculty supervisor or sponsoring department within one week of conclusion of Experiential Learning.