

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 for an experiential learning program that awards DU credit **or** is required for a degree program.

If you are an F1 or J1 international student and you will receive compensation, please consult with ISSS (iss@du.edu) for information on obtaining work authorization for this opportunity.

Regular per-credit tuition and fees are charged for experiential learning registrations that award academic credit.

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

Name: _____		DU ID #: _____
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Experience Title (Course): _____		
Begin Date: _____	End Date: _____	Hours per week: _____
Term in which experience begins: _____		Year: _____
Description: 		
DU Faculty Supervisor Name: _____		
Faculty DU ID# _____	Telephone # _____	

Organization Name: _____		
Site Location (U.S. state or country is req _____	cm _____	im _____ e _____

Experiential Learning Registration Form Instructions

General Information

1. Some programs may also require additional processes.
2. This form should not be used for graduate teaching or research assistantships at DU.
3. If you are an F1 or J1 international student and you will receive compensation, please consult with ISSS (iss@du.edu) for information on obtaining work authorization for this opportunity.

Approvals Required

1. Student Signature must be provided on all forms.
2. DU faculty or department approval must be provided on all forms.

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. ***Include exact dates of experience.***
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 a contract is required by the Experiential Learning