

### III.C.

### **APPLIED EXPERIENCES AND INTERNSHIPS**

(Revised: November 10, 2017; January 9, 2018; August 21, 2025)

#### III.C.1 Applied Experience

Applied Experience is a practical work experience related to the student's major area of study and career goals. It is intended to provide an opportunity for a student to gain firsthand work experience in an unfamiliar field. Consequently, Applied Experience credit may not be granted for a student's regular work assignment or for previous work experience.

Registration is by application only. Application forms are available to faculty through shared School cloud storage. The application must include a clearly written description of the duties and responsibilities involved in the Applied Experience project, and be signed by the student, the on-site supervisor and the faculty supervisor.

Completed applications must be received in the Department Chair's Office by the last class day of the semester preceding intended registration. This course is graded "credit" or "no credit."

No more than three semester hours of Applied Experience credit may be counted toward the baccalaureate degree.

Undergraduate Applied Experience courses will include no less than one hundred hours and no more than one hundred fifty hours of work experience per semester.

#### III.C.2 Internships

Student internships must comply with University Procedure *33.99.08.C0.03*. Faculty and students must submit the Undergraduate or Graduate Internship Experience Request Form (available to faculty through shared School cloud storage) for approval by the Associate Director. The Director's Office will register internships with the Career and Professional Development Center (CPDC).