

Experiential Learning Registration Form



Office of the Registrar

Experiential Learning includes internships, externships, cooperative education, clinical experiences, field experiences, student teaching, practica or other work experiences related to a DU degree program. This form **must be completed and submitted to the Office of the Registrar prior to the beginning of the work experience**. Sponsoring DU departments may have additional requirements for experiential learning programs.

Please see additional information and instructions on the reverse of this form. This form should not be used for graduate teaching or research assistantships at DU.

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 – Work Experience Information	
Internship Title:	
Begin Date:	End Date: Hours per week:
Term in which experience begins:	Select Term Select Term Type Year:
Work Location:	
City, State, Zip Code or country:	
Paid	<input type="checkbox"/> Yes Total expected hours x Hourly Pay Rate \$ = Total Expected Pay \$
	<input type="checkbox"/> No Pay rate for equivalent position if not paid:
Job description:	
Faculty Supervisor Name:	
Telephone Number	

Section III – Employer Information	
Organization Name:	
Supervisor Name:	
Mailing Address:	
City, State, Zip Code:	
Phone:	Fax: Email:
Does employer require documents signed by DU?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer requests DU to provide: <input type="checkbox"/> General Liability Insurance; <input type="checkbox"/> Workers' Compensation; <input type="checkbox"/> Other	

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

Section V – Approvals & Signatures	
Not all approvals are required. See Approvals section on reverse.	
1. Student Signature:	Date:
2. Faculty/Department:	Date:
3. Site Supervisor:	Date:
4. Risk Management:	Date:
5. International Student Services	Date:
6. Vice Provost, Internationalization	Date:

Experiential Learning Registration Form Instructions

General Information

Experiential learning programs provide students with valuable work experience leading into their careers. Experiential learning programs may fall into several categories: internships, externships, cooperative education programs, clinical experiences, field experiences, student teaching, practica or other work experiences. Under some circumstances, students may earn academic credit for such experiences.

This form must be completed for an experiential learning program that meets **any** of the following criteria.

- University of Denver credit is awarded and students do not register online for experiential learning.
- University of Denver is required to provide workers' compensation insurance (excluding programs in Professional Psychology, Social Work, Education, Sports Medicine and Health & Counseling)
- The experience is outside of the United states
- The student is at DU on an F or J visa

Some programs may also require this form or supplemental forms.

Approvals Required

Not all approvals are required. Signatures 4 through 6 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. Risk management approval must be provided if workers' compensation insurance is to be provided (other than programs through GSPP, GSSW, Morgridge College of Education, Sports Medicine and Health & Counseling) or if experience is outside of the United States.
5. International Student Services must approval Experiential Learning for DU students on F or J visas.
6. Vice Provost, Internationalization must approve Experiential Learning experience if outside of the United States.

Instructions for Student

1. Complete Section I – Student Personal Information.
2. Consult with your adviser or sponsoring department to assure work experience meets requirements.
3. Complete Section II – Work Experience Information in conjunction with your Experiential Learning employer.
4. Submit form to employer to complete Section III.
5. If work 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. Obtain other approvals as necessary (see below).
8. If DU Workers' Compensation is to be considered, Student's signature represents that they understand the DU Risk Management policies and procedures for workers' compensation located at www.du.edu/risk and this must be approved by Risk Management.
9. Completed form must be submitted to DU Office of Registrar.

Instructions for DU Department and Faculty Supervisor

Sponsoring departments and supervising faculty are expected to understand University policies and requirements for experiential learning programs. Risk Management review and University Counsel contract review with employer is required for programs with clinical component as well as experiential learning projects for GSPP, GSSW, Morgridge College of Education, Sports Medicine and Health & Counseling or anything with an international component. Risk Management review and University Counsel contracts review are not required for programs with other units unless the employer is requesting DU to cover workers' compensation or has documents for to be signed. For additional information visit DU's Risk Management web page: www.du.edu/risk.

1. Review Section II – Work Experience Information. Assure work 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.
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.
4. If student is to be covered under DU's workers' compensation, you should be aware of DU's workers' compensation policies and procedures located at www.du.edu/risk.

Instructions for Site Supervisor and Employing Organization

1. Provide student with work experience job description; review job description on Experiential Learning Registration Form.
2. If student is paid, provide rate of pay. If student is not paid, provide pay rate for equivalent job.
3. Sign Experiential Learning Registration Form and return to student.
4. Provide evaluation of student's performance to DU faculty supervisor or department within one week of conclusion of experiential learning project.