



Academic Affairs
Request for Approval: Off-Campus Internships, Clinicals, Research,
or Similar Experiences
Fall 2020/Spring 2021

Which experiences must be approved?

Until further notice, all *in-person*, off-campus experiences earning academic credit must be approved in advance. This include internships, clinicals, research or similar experiences.

Why must these experiences be approved?

Health and safety protocols and guidance continues to evolve. University, County and State health and safety protocols are complex and continuously adapting. This approval process is important to providing a safe, off-campus learning environment for our students.

What factors are considered in determining whether an off-campus experience will be approved?

TCU is committed to providing a rich learning environment and ensuring academic progression during this pandemic. At the same time, the current situation may require adjustments to academic plans. In general, the decision to approve an off-campus experience will be guided by answers to the following questions:

- Can the experience be carried out virtually?
- Is the experience a necessary requirement of the student degree plan or for professional licensure or certification?
- Is the timing of this experience flexible? Can it be delayed?

Who must approve events?

All off-campus experiences earning academic credit requires Vice Chancellor (Provost) approval.

What is the approval process?

Step 1: The experience supervisor completes the attached form for signature and recommendation to the Dean

Step 2: Dean provides recommendation and submits for review to ConnectedCampus@tcu.edu.

Step 3: Provost Review - potential outcomes:

- Denied
- Proceed to Step 4; submission of *organization* health and safety plan

Step 4: Consideration of elements requiring additional review and health and safety plan

Step 5: Provost (Vice Chancellor) Approval with/without limitations

**Academic Affairs Request for Approval:
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Does the request pertain to an individual placement or activity or an organized program?	Individual Placement		Program	
Name of Program or Activity (as applicable)				
Description of Program or activity (as applicable)				

Student Information: *(Please attach table if multiple students participating in a single program)*

Name:		Anticipated Graduation:	
Student Major (corresponding to internship credit)			
What is the identification/placement mechanism?			
Student Identified		TCU Identified	
Other			
If "TCU identified" describe how students were placed and selected.			
If "Other" please describe placement:			

Is the experience a necessary requirement of the student degree plan?	YES		NO	
Is it required for licensure, certification, and/or accreditation requirements?	YES		NO	
Please explain if "yes" is indicated for either of the above.				

Is the timing of this experience flexible? Can it be delayed?	YES		NO	
Would a delay extend a student's semester or graduation?	YES		NO	
Please explain if "yes" is indicated for either of the above.				

Can this experience be carried out virtually? Please explain.	YES		NO	

Employer or Organization Information:

Organization/Location:				
Dates of experience:	Start Date		End Date	

Anticipated responsibilities or activities:

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Describe how you will engage with others on-site: (ex: teaching students in classroom, engaging with community virtually, etc.)

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I request approval for this activity or event

TCU Course/Experience Supervisor Name (printed)		Date	
TCU Course/Experience Supervisor Name Signature <small>(You may use Adobe Sign)</small>			

I recommend approval for this activity or event

Dean Name (printed)		Date	
Dean Signature <small>(You may use Adobe Sign)</small>			

Please provide any additional notes:

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For office use only:
OUTCOME

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