

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Independent Study, Practica, Cooperative Education, and Internships

EFFECTIVE DATE: July 1, 2000; / Revised: November 28, 2001; August 28, 2013

The College provides students with opportunities to gain real-world work experience while pursuing their educational goals. The following options are available.

I. Independent Study

An independent study option is provided primarily to allow students to broaden their educational experience by taking a course which is not otherwise offered on a regular basis. Not all courses are allowed to be taken as independent study. However, all identified independent study courses must meet the following conditions:

- A. A course syllabus is developed and agreed to in writing by the student and the instructor. In addition to the information usually included, the syllabus must specify the number and schedule of meetings that the student will have with the instructor, assignments, papers and projects required, schedule of examinations, evaluation criteria, and date of completion of work.
- B. The Department Chair must approve the course and the proposed syllabus prior to the student's registration for the course.

II. Practica

A practicum provides the student an opportunity to apply knowledge and skills learned in the classroom to work situations. A student interested in a practicum experience may obtain the requirements from the appropriate Department Chair.

III. Cooperative Education

Cooperative Education (Co-op) study is a process which integrates the student's classroom study with related work experience in industry, business, or government. The program allows students to gain "real world" work experience with area employers, while earning academic credit at Southwest. In order to qualify, students must have a minimum overall GPA of 2.5, have completed 12 college-level credit hours and be employed in a position related to their major prior to enrolling in a Co-op course. The Office of Careers Services maintains the guidelines for the co-op experience.

IV. Internships

Some academic programs at Southwest Tennessee Community College require internships. An internship provides a student with an opportunity to gain practical, hands-on, work experience related to their chosen career. Each academic program establishes the criteria for internships.

Source: Provost/Executive Vice President for Academic Affairs: 7-1-2000;
Rev. 11-28-01; 8-28-13