

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT: Independent Study, Practica, Cooperative Education, Internships****EFFECTIVE DATE: July 1, 2000; Revised November 28, 2001; Revised August 28, 2013****Revised February 9, 2023****Purpose**

The purpose of this policy is to establish guidelines for the participation of Southwest Tennessee Community College (“Southwest” or “the College”) students in opportunities that will allow them to gain real-world experience while pursuing their educational goals.

**Policy****I. Independent Study**

An independent study option is provided primarily to allow students to broaden their educational experience by taking a course that 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 that integrates students’ 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. To qualify, students must have a minimum overall grade point average of 2.5, have completed 12 college-level credit hours, and be employed in a position related to their current major prior to enrolling in a Co-op course. The Office of [Career Services](#) maintains the guidelines for the co-op experience.

#### IV. Internships

Some academic programs at Southwest 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. In the event of an extenuating circumstance or emergency situations, programs may make alternate arrangements for required internships.

**Responsible**

Source of Policy: n/a

Administrator: VP of Academic Affairs

Related Policy: \_\_\_\_\_

TBR Policy Reference: \_\_\_\_\_

Approved: \_\_\_\_\_

President

Date: February 9, 2023