

Request for Honors Credit
Guided Experiential Learning

How to Earn Honors Credit for Guided Experiential Learning

1. Arrange to participate in an internship, co-op, study abroad, study away, or Partners in the Parks.
2. Complete and submit this form to 137 Hillcrest Hall *before* the start of the experience.
3. Submit a typed narrative *within one month after the end date* of the experience.

Narrative Requirements

All narratives should include your full name and e-mail address. In 500 words, respond to the appropriate prompt below:

- Internship or Co-Op: How has this experience affected your understanding of your field, your career goals, and how you see yourself as a professional?
- Study Abroad or Away: How has this experience affected your understanding of the world and your place in it?
- Partners in the Parks does not require a narrative and is worth only one honors credit. A second credit is possible if you promote and present the next year's projects on campus or at a conference.

Credit Amounts

The Honors College will automatically match study abroad or internship credit with honors credit when it appears on your transcript with the words "Study Abroad" or "Internship." Submit this form to Honors only if an experience does not appear on your transcript with the words "Study Abroad" or "Internship" or does not appear on your transcript at all. Credit totals per study abroad experience may vary based on how the credit is documented on your transcript. Otherwise, honors credit is awarded as follows:

Internship or Co-Op:

- 45–89 total hours: 1 honors credit
- 90–134 total hours: 2 honors credits
- 135+ total hours: 3 honors credits

Study Abroad or Away:

- One full semester: 3 honors credits
- One full year: 6 honors credits

Retroactive Credit

Retroactive credit is approved on a case-by-case basis. In order to apply for retroactive credit, you must submit this completed form accompanied by *two* separate narratives:

1. In 500 words, respond to the appropriate prompt above.
2. In 200 words, reflect on the value of your experience in the context of our Honors College mission statement.

Request for Honors Credit
Guided Experiential Learning

Please complete the information below and submit this form to 137 Hillcrest Hall *before the start of the experience.*

Student Information

Full Name (include middle initial) Last four digits of your ID # VT e-mail address

Location and Contact Information

What kind of experience is this? (Select one) Internship Co-op Partners in the Parks
Study Abroad Study Away

Location (company, country, etc.) Host school (If applicable)

Start and end date Estimated total time (hours, weeks, etc.)

Supervisor/faculty name and title Supervisor/faculty phone # and e-mail address

Student Signature

Student Date YES NO
Is this a request for retroactive credit?

Office Use Only

Approval Date Honors Toggle Honors Credit Narrative

