**Are you interested in these opportunities?**

**Internships**
- Academic Credit
- Non-Academic Credit

**Service Learning**
- Civic Responsibility & Strong Communities

**Community Service**
- On and Off Campus Opportunities

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**Internships for academic credit:**
Meet with academic advisor to learn about internship course options. There are three options (Turn this flyer over to learn more):
- Special Problems Course
- Course Substitution
- Major Requirement

Then once enrolled, schedule an appointment with the Experiential Learning Office.

**Internships for non-academic credit:**
Schedule an appointment with the Experiential Learning Office to receive appropriate paperwork, placement assistance, tracking information, assessments, and recognition and featuring process.

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Please schedule an appointment with the Experiential Learning Office to receive:
- Appropriate paperwork
- Placement assistance
- Tracking information
- Assessments
- Recognition and featuring process

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**UNT Dallas**
University of North Texas at Dallas
Experiential Learning at UNT Dallas

Sarah Davenport, Experiential Learning Project Coordinator
972-338-1764 | Sarah.Davenport@untdallas.edu | Founders Hall (B2), 204
MORE INFORMATION ON  
ACADEMIC CREDIT INTERNSHIPS  

<table>
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<tr>
<th>SPECIAL PROBLEMS COURSE</th>
<th>COURSE SUBSTITUTION</th>
<th>MAJOR REQUIREMENT</th>
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| • Secure a faculty advisor to oversee the internship  
• Submit an Academic Exception Request for a course substitution (to apply the class in place of a degree requirement, if applicable)  
• Once approved by the appropriate academic dean, a request (R-6) is submitted to the Registrar’s Office (Katrina Cornish) to create a special problems class  
• Student obtain a permission number from the Registrar’s Office or instructor to register for the course  
| • Submit an Academic Exception Request for a course substitution  
• Completes an internship agreement/contract for the alternative internship class  
• Obtains a permission number to register for the course from the faculty member or academic advisor  
| • Students contact the appropriate department/instructor supervising the internship (i.e. Dr. Mitra for LSCM, Dr. Lacy for HSML, etc.)  
• Completes an internship agreement/contract  
• Obtains a permission number to register for the course from the faculty member or academic advisor  

ONCE SUCCESSFULLY ENROLLED INTO THE APPROPRIATE INTERNSHIP COURSE, schedule an appointment with the Experiential Learning Office to receive:  
- Appropriate paperwork  
- Placement assistance  
- Tracking information  
- Assessments  
- Recognition and featuring process