

Virginia Union University
Samuel DeWitt Proctor School of Theology
Experiential Learning/Cultural Immersion Request Form

This form must be completed by the student who engages in experiential learning or cultural immersion. Proper signatures from both the student's advisor and the dean are required on the form for validation of the experience. *(Please type or write all information legibly and give completed form to Registrar.)*

I. Type of Experience Requested:

- Experiential Learning
 Cultural Immersion event

II. Description of Experience:

III. Contribution to Excellence in Ministry:

IV. Sponsoring/Supervising Agent or Agency and Qualifications:

V. Learning Objectives for Course/Event or Experience:

A.

B.

C.

VI. Criteria for Evaluation: *(What will be used to assess outcome of experience?)*

VII. Please attach the following documents to this form:

A. A list of Established Assignments

B. Bibliography

VIII. Event Proposed Schedule or Duration: Beginning Date: _____ Ending Date: _____

Student's Name: _____ MDIV MACE DMIN

Student ID#: _____

Address: _____
City, State, Zip

Telephone #: _____ E-mail: _____

Advisor Signature: _____ Mentor Signature: _____

Date: _____ Date: _____

Request not approved without all required signatures and documents

Guidelines for Experiential Learning and Cultural Immersion

A. Experiential Learning:

Students have the opportunity to make proposals for experiential learning. Experiential learning is extra classroom education that enables the acquisition and enhancement of knowledge and skills through employment-related seminars, training sessions, certifications, etc. and/or church-related conferences, workshops, denominational forums, etc. Any proposal for experiential learning must indicate how the learning event(s) contributes to excellence in ministry and must be executed during the student's period of graduate theological studies. Credit for experiential learning will not be awarded for past service to the church or past activities in ministry.

B. Cultural Immersion:

Students also have the opportunity to make proposals for study through cultural immersion in a global context or a specifically identifiable different cultural context within the contiguous United States, such as Native American communities. General foreign travel, without specific assignments and assessment criteria does not qualify for an immersive experience. As in the case of experiential learning, any proposal for immersive learning must indicate how the experience contributes to excellence in ministry and must be executed during the student's period of graduate theological studies.

Students must submit a proposal for Experiential or Immersion Learning that meets the approval of the faculty advisor, the dean, and in some cases, an event supervisor. Submission of Experiential or Immersion Learning proposals is not confined to normal registration periods and no tuition payment is required. Any such proposals must be submitted no later than September 30 of your senior year.

During the period of matriculation, a student can utilize no more than one of each of the indicated experiential or immersive learning events. Any deviation from this policy will require a vote of the faculty. In any experiential or immersive learning event, after consultation with the faculty advisor or the dean, the student must complete an Experiential Learning/Cultural Immersion Study Form indicating the following;

1. Description of the experience
2. Contribution of the experience to excellence in ministry
3. Individual(s) and/or agency sponsoring or supervising the event
4. Qualifications of sponsoring/supervising agent or agency
5. Learning objectives for the experience
6. Performance measures
7. Procedures, Assignments, Bibliography, and Resources for learning experience

Upon completion of the experiential or immersive learning event, the submission of appropriate documents, successful execution of all performance measures, and when appropriate, endorsement from the event supervisor/sponsor, a note will be entered on your permanent record and five (5) quarter hours of credit will be awarded. This notation does not appear on the web version of a student's transcript but only on official transcripts as ordered from the University. No letter grades are awarded for experiential or immersive learning. All materials evidencing completion of the experience must be submitted to the dean.

Request not approved without all required signatures and documents