

Tennessee Technological University  
Credit for Work/Volunteer Experience  
for Majors in  
Interdisciplinary Studies/Professional Studies

A maximum of 6 credits may be requested for work or volunteer experience that (a) closely relates to the major; (b) equates with skills, knowledge, or perspectives currently taught in courses required for the major; and (c) involves analysis or reflection at the undergraduate level or higher.

To request such credit, the student must submit a portfolio containing:

1. A letter requesting credit, with a detailed explanation of how the experience for which credit is requested is related to the major, is equivalent to skills or knowledge taught in specific, required courses, and involves college-level analysis or reflection.
2. Appropriate documentation, which must include a statement by the student's supervisor/employer certifying the number of weeks and hours per week devoted to the activity for which credit is requested. Other documentation might include:
  - a. Copies of relevant certificates, accreditation reports, licenses, awards, etc.
  - b. Products of the activity such as reports, videos, CDs, web-sites, etc.

Portfolios will be evaluated by a faculty committee consisting of representatives from the colleges of Business, Arts & Sciences, and Education, with ad hoc consultants selected to assist in evaluating specific requests. The committee will meet twice each academic year, in October and March.

Key criteria used by the committee will include:

1. How well the experience fits into the major program,
2. How closely the experience matches skills, knowledge, or perspectives taught in specific courses required for the major,
3. To what extent the experience involves analysis and reflection in addition to application.

To be considered by the committee, portfolios must be received by 30 September or 28 February at the following address:

Dean, School of Interdisciplinary Studies and Extended Education  
3 Henderson Hall  
TTU Box 5073  
Cookeville, TN 38505

# Tennessee Technological University

## *School of Interdisciplinary Studies & Extended Education*

### Credit for Work/Volunteer Experience

#### Bachelor of Science in Interdisciplinary Studies/Professional Studies

Name: \_\_\_\_\_

Student T#: \_\_\_\_\_

Probable Graduation Date: \_\_\_\_\_

Committee Members Present: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

Summary of Committee Findings for Request for Credit for Work Experience:

Course (Check One):

UNIV 2883 (3 hours lower division)

UNIV 2886 (6 hours lower division)

UNIV 3883 (3 hours upper division)

UNIV 3886 (6 hours upper division)

Course Title (Check One):

Experiential Learning: Interdisciplinary Studies – (Emphasis Area)

Experiential Learning: Professional Studies – Information Technology

Experiential Learning: Professional Studies – Organizational Leadership

Approved by:

\_\_\_\_\_  
Committee Chair  
Credit for Work/Volunteer Experience  
Date: \_\_\_\_\_

\_\_\_\_\_  
Susan Elkins, Dean  
Vice President  
School of Interdisciplinary Studies & Extended Education  
Date: \_\_\_\_\_

\_\_\_\_\_  
Robert Hodum, Executive  
Director of Enrollment Management  
Date: \_\_\_\_\_

**School of Interdisciplinary Studies**  
**Credit for Work/Volunteer Experience**  
**In**  
**Interdisciplinary Studies/Professional Studies**

The portfolio for seeking credit for Work/Volunteer Experience is submitted to the Faculty Advisor for committee review. The committee decides:

1. It be awarded as UNIV 2883 (3 hrs) or 2886 (6 hrs) - not upper division
2. It be awarded as UNIV 3883 (3 hrs) or 3886 (6 hrs) - upper division

In this way, the committee will decide whether the work demonstrated competency at the lower division level or upper division. Upper division level credit will be adequately documented by the assessment of the faculty members. Then the committee will also assign a course title for the Experiential Learning to be placed on the transcript with the appropriate course number from one of the following options:

Experiential Learning: Interdisciplinary Studies – (Emphasis Area) Experiential Learning: Professional Studies – Information Technology Experiential Learning: Professional Studies – Organizational Leadership