

# Employer Verification Form – Professional or Applied Experience

*Students* – Please submit this form to your internship/practicum/field placement supervisor.

*Supervisors* – In order to officially add internships or other professional experiences to students' co-curricular transcripts, we must have supervisor verification. Please complete this form and email it to Mary Beth Browder, Assistant Director of Internship Development at [mbrowde2@utk.edu](mailto:mbrowde2@utk.edu).

**Organization Name:** \_\_\_\_\_

**Name of Supervisor(s):** \_\_\_\_\_

**Supervisor(s) Title:** \_\_\_\_\_

**Supervisor(s) Email:** \_\_\_\_\_

**I hereby certify that** \_\_\_\_\_ (Student name and email) **completed an internship/practicum/field placement/or similar with our organization.**

**This position began on:** \_\_\_\_\_ **and ended on:** \_\_\_\_\_

**Internship (or Professional Experience) Title/Role/Department:**

\_\_\_\_\_

**Internship (or Professional Experience) Location:** \_\_\_\_\_

I verify that this professional experience adheres to the criteria set forth by University of Tennessee, and, if unpaid, is compliant with the US Department of Labor criteria set forth under the Fair Labor Standards Act (FLSA.) UTK's definition of professional and applied experiences can be found below and information about FLSA can be found at (<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>).

**Signature of Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## ***Co-Curricular Transcript – Professional or Applied Experience Definition***

*Guided by the [NACE definition of internships](#) and the University's criteria for [internship \(N\) designated courses](#), a professional or applied experience must adhere to the following tenets to be included on the co-curricular transcript:*

- *The experience must be in a professional or organizational setting where student is performing work that is applicable to their fields of study, educational goals and/or career aspirations, and can be transferrable to other employment or academic settings.*
- *The experience must have a defined beginning and end.*
- *The experience must have specific learning objectives or goals that are relevant to competencies in the field of study and/or [career readiness competencies](#).*
- *The experience includes routine supervision and feedback by a professional with expertise related to the field of study, educational goals and/or career and vocational aspirations.*

*Additionally, the professional or applied experience can be paid or unpaid and completed for academic credit or completed independent of academic coursework. The experience may be called an internship, practicum, field experience, or other relevant title. In order to be included on the co-curricular transcript, the experience was verified by the supervisor.*