**Request for Workload Credit**

for

Internship, Directed Study, Practicum, Thesis,

or Other Special Instruction Courses

According to the McNeese policy, “Responsibilities of Academic Staff,” internship, directed study, practicum, thesis, or other special instruction is **not** calculated in the workload report but may be considered appropriately in the Annual Performance Review. Certain student teaching, internship, thesis, or other special instructional responsibilities may call for prorated workload hours; however, prior approval from the Vice President for Academic Affairs and Enrollment Management (VPAAEM) must be obtained in writing and forwarded to the Office of Institutional Research and Effectiveness to be filed with the workload report.

Please complete this form to request faculty workload credit for internship, directed study, practicum, thesis,

or other special instruction courses. Incomplete forms will not be accepted.

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| Department: |       |  | Term: |       |
| Faculty Name: |       |  | Faculty ID: |       |
| Course Subject and Number: |       |
| Course Title: |       |
| Amount of Workload Hours Requested: |       |  | Course Enrollment: |       |
|  |  |  |  |  |
| Description of Workload Responsibility for this Course:      |

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| REQUESTED BY: |  |  |
|  |  |       |
| Department Head Signature |  | Date |
| APPROVED BY: |  |  |
|  |  |  |
| Provost & Vice President for Academic Affairs and Enrollment Management |  | Date |