

## **Practicum, internship class & independent study Regulation**

After a student has registered for the Practicum, Internship class or Independent study, the student has the responsibility to keep in contact with their professor if they have additional questions regarding the class. Students can find the professor's email address in the class schedule on HGU's website. If the student has emailed the professor and has not received any response within 3 business days the student should contact the Academic office and they will contact the professor.

**At the end of the semester, if a student that has take any Practicum, Internship class or Independent study (no syllabus for Independent study) they should follow the class syllabus, Practicum guidelines, or Internship manual to submit their assignment or any type of forms to their professor.**

**Students are required to submit their assignments and any type of forms to their professor on time. If the student does not submit their assignment on time, the professor has the authority to fail the student.**