CV Continuing Student Resources

Documents & Forms

**Guidebook** - The Guidebook is meant to assist you in knowing the CV program requirements and how to complete the necessary coursework.

**Four-Year Plan** - The four-year plan was created to help guide you through things to consider each year. Please use this as a tool for what is expected of you and what you can get from your Collegium V Advisor.

**Contract Course Form** – Please complete this form with your instructor via email at the start of the semester. Your completed form must be sent to your CV Advisor for initial approval before Census Day.

**Verification of Advanced Hours** – The Verification of Advanced Hours Form is used to verify the work you completed for internships, study abroad, research, or teaching experiences. You must complete and attach the form with your advanced hours submission.

**Collegium V Capstone Expectations & Agreement Forms** – Please review this document for details about pre-approved capstone projects and how to gain approval for other projects.

Advanced CV Hours

Students can verify the number of advanced hours on their record by reviewing the Grade Center in the Collegium V Organization in eLearning.

Below is a table that indicates what is needed in order to receive CV Advanced Hours.

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Automatically Added from Transcript

Submit Documentation through Online Portal

Email CV Advisor

Requires Physical Paperwork

(TLIP)

* If you enrolled in a research for course credit, it will automatically be added to your advanced hours from your transcript.

**Online Portal**

[https://eforms.utdallas.edu/honors-cv-credit-request](https://eforms.utdallas.edu/honors-cv-credit-request)

**Internships**

Includes approved internships for academic credit, as well as approved internships for which students are not receiving academic credit. For **all internships**, students must complete:

1. A 2-page, double-space explanation of their contribution to the internship.

2. The **Verification of Advanced Hours form** if this experience was not taken as a course on your transcript.

3. A 1-page, double-space review following the criteria below to be completed within a month of beginning the internship, but submitted with all documentation at the end.
   - **First internship** – Review both this [Harvard Business Review article](https://hbr.org) and one of the [podcast episodes found here](https://example.com) or [here](https://example.com), totaling 2 pages.
   - **Second internship** – Review of John A. Daly’s Advocacy (chapters 5, 8, and 13).
   - For **any additional internships**, students only need to complete the 2-page, double-space explanation of their contribution and the **Verification of Advanced Hours form** if this experience was not taken as a course on your transcript.

**Supervised Teaching Experience**

Includes leading Peer-Led Team Learning (PLTL), Supplemental Instruction (SI), Teaching Assistant (TA), and Student Teaching. At the end of the experience, students must complete:

1. A 3-page, double-space explanation of their contribution to the experience.

2. The **Verification of Advanced Hours form** if this experience was not taken as a course on your transcript.

**Events & Attendance**

You must attend one HWHC event per academic year. Please check the HWHC weekly email for upcoming events. You can register for events through EventBrite.

For details regarding which events will fulfill your CV event requirement please review this information page.