

Checklist for Experiential Learning (EL) Hours

- **Get Advice – at least once a year**
 - Schedule appointment with the IMS Community Coordinator (EL Advisor)
 - Attend Prehealth Professions 101/202 Workshops – First- & Second-Year students
 - Schedule appointment with Pre-Health Advisor – Upperclassmen
- **Know what to do (and not to do!)**
 - Review Helpful Hints for what you need to know before contacting an agency or site
- **Review resources on IMS website for possible Experiential Learning (EL) hours**
 - Accept invitation to IMS Canvas group
 - Resources for Volunteer opportunities
 - Undergraduate Research opportunities
 - Pre-health Student Organizations
 - Clinical Training opportunities
 - NoleNetwork at the FSU Career Center website
 - Contact facilities/agencies/organizations – email, phone, and/or in-person
 - Complete applications and other necessary paperwork to get started
- **Finalize Important Details and Scheduling**
 - Plan in advance how your Experiential Learning is going to happen
 - Is a background check, orientation, immunizations, training required? Costs involved?
 - Consider hours per week, your course schedule, transportation, documentation, etc.
- **When plans have been arranged/confirmed, submit EL Request in the EL Database**
 - Submit EL Request in advance or at the very beginning of your experience for approval.
 - Need to have agency name, approximate start/end dates, an estimate of the number of hours expected, type of experience, your role, and your goal for the activity.
- **Begin your Experiential Learning experience**
 - Maintain a reflective journal to jot down meaningful moments throughout experience.
 - Take advantage of networking, asking questions, learning whenever possible.
 - Notify the IMS Community Coordinator if problems arise, plans fall through, etc.
 - Use Career Portfolio and ServScript Program to document hours, as applicable.
- **After experience, promptly complete the DOCUMENTATION Phase (Experience Verification tab) in the EL Database**
 - Provide details of place hours were completed.
 - Provide accurate supervisor name/contact information for verification of hours
 - Indicate the total number of hours completed.
 - Reflect on your experience, identifying the competencies you gained through your experience.
 - Supervisor will be sent an email to verify hours immediately upon submitting.
 - EL hours are not considered completed until the supervisor verifies them.
 - Communicate with supervisors to ensure prompt verification of hours.