

An aerial photograph of a large university campus, featuring several large, multi-story red brick buildings with white window frames. A large green lawn is visible in the foreground, and the campus is surrounded by trees and a clear sky. The image is slightly faded to allow the text to be the primary focus.

# IMS EL Database for Experiential Learning Hours

A step-by-step guide to documenting Experiential Learning (EL) hours

# Step 1: Accessing the Database

- The IMS Database is only for IMS students
- Access the Database at: <https://public.med.fsu.edu/IMS>
- Log into the Database using your FSU username and password
- Arrive at your dashboard.



The screenshot shows the IMS EXPERIENTIAL LEARNING dashboard. At the top left is the Florida State University logo and the text "FLORIDA STATE UNIVERSITY COLLEGE OF MEDICINE". The main heading is "IMS EXPERIENTIAL LEARNING". Below this are navigation links: "DASHBOARD", "MY PROFILE", and "LOG OUT". On the left side, there are input fields for "Name", "Phone Number", and "Email", along with an "Edit My Profile" button and a link to "Request New Experiential Learning Activity". On the right side, there is a table with columns for "Academic Year", "Completed", "In Progress", and "Requested". The table shows "Hours Completed", "Hours In Progress", and "Hours Requested" all set to 0. A footnote at the bottom right explains that students are required to obtain a minimum of 64 experiential learning hours each academic year for a total of 256 hours before graduation.

Academic Year	Completed	In Progress	Requested
Hours Completed	0		
Hours In Progress	0		
Hours Requested	0		

\*Students are required to obtain a minimum of 64 experiential learning hours each academic year for a total of 256 hours before graduation. However, the expectation for health professions schools –and your seminar experiences– is that you demonstrate a long-term commitment to service and a solid understanding of the health care context as it relates to your career goals.

# Your Profile

- Each semester, update your profile before submitting EL requests.
- Provide the most relevant information for the current academic year/semester.
- Your current Map Term and Total Academic Credits Completed can be found in Student Central.
- Once your profile is saved, you can submit EL Requests for approval.

FLORIDA STATE UNIVERSITY  
COLLEGE OF MEDICINE

IMS EXPERIENTIAL LEARNING  
EDIT MY PROFILE

DASHBOARD MY PROFILE LOG OUT

**PROFILE UPDATE NEEDED**  
You haven't updated your profile since last semester. You need to review and update your profile before you can proceed.

First Name

Middle Name

Last Name

Phone Number

Email

**TERM INFORMATION**

Most recent or upcoming Seminar

Semester for the Above Seminar

Year for the Above Seminar

Total Credit Hours Completed

Map Term

**WHERE I AM IN MY CAREER PATH / PLANNING**

Currently I am a  Lower Division Student  
 Upper Division Student

Career Interest   
Select all that apply.

**MY CURRENT POST-GRADUATION PLANS MAY INCLUDE**

Professional School

Graduate School   
Select all that apply.

Enter Work Force  Yes  No

Gap Year  Yes  No

Undecided  Yes  No

Other thoughts?   
You have 100 characters left

Save

# Your Dashboard

- On your dashboard, you can view all your EL submissions and the status of each one. Until the supervisor verifies your hours, they are not completed.
- As soon as you have arranged an EL activity, submit an EL request by clicking the link on the dashboard “Request new Experiential Learning Activity” – All EL requests are to be submitted *in advance or at the very beginning of the activity*, for approval.



FLORIDA STATE UNIVERSITY  
COLLEGE OF MEDICINE

IMS EXPERIENTIAL LEARNING

DASHBOARD MY PROFILE LOG OUT

Name  
Phone Number  
Email  
[Edit My Profile](#)

[Request New Experiential Learning Activity](#)

Academic Year	Completed	In Progress	Requested
Hours Completed	0		
Hours In Progress	0		
Hours Requested	0		

\*Students are required to obtain a minimum of 64 experiential learning hours each academic year for a total of 256 hours before graduation. However, the expectation for health professions schools –and your seminar experiences– is that you demonstrate a long-term commitment to service and a solid understanding of the health care context as it relates to your career goals.

# Step 2: Submit an EL Request

- Provide the name of the place you will be completing hours (no acronyms/abbreviations).
- Select the semester/year and dates of your activity. Dates must fall within the semester selected.
- Provide an estimate of the number of hours you plan to complete. This can be revised when the experience is finished.
- Identify the physical setting of your experience.
- Identify the competencies you expect to gain from this experience.
- Provide a full response to the prompt in your Competency Description.
- Save for later or submit for approval.

**AGENCY INFORMATION**

Agency Name

Semester of Activity  Year

Dates of Activity From  To

Estimated Number of Hours

Type of Experience

Physical Setting  Virtual/Remote  
 In Person/On-site  
 Hybrid/Both

Which of the following pre-professional competencies do you expect to gain knowledge of with this experience? Select as many that you think apply.

Selected Competencies  Apply Life or Social Science Knowledge  
 Capacity for Improvement; Self-Improvement  
 Collaboration; Teamwork; Leadership  
 Communication; Ability to Express Oneself  
 Cultural Competence  
 Ethical Responsibility to Self and Others; Integrity; Professionalism  
 Reliability and Dependability  
 Resilience and Adaptability; Perseverance;  
 Scientific Problem-Solving; Critical Thinking; Research; Inquiry  
 Service Orientation; Concern for Others  
 Social Skills; Social Poise

[Click here](#) for a full description of the competencies

Consider the competencies that you selected above. In the space provided, 1) describe what you will be doing, 2) explain how you expect your experience to connect to one or more of the selected competencies, and 3) share how you expect this experience will contribute to your preparation for a career in healthcare.

Competency Description

You have 2000 characters left

**AGENCY REQUIREMENTS FOR PARTICIPATION**

I understand that this activity may require a background check, immunizations, training, or orientation. Any costs associated with these requirements are solely my responsibility.

For assistance or guidance with EL hours, visit our [resources webpage](#).

# Step 3: Approval Process

- Once submitted, the Community Coordinator reviews your request.
- Your submission will be:
  - 1) approved, OR
  - 2) returned with instructions to change something and resubmit, OR
  - 3) declined (if the experience does not count toward EL hours).
- You will receive an email from [imsadvising@med.fsu.edu](mailto:imsadvising@med.fsu.edu) to inform you of the status of your EL request. Watch for these emails regularly!
- Read the comments left by the Community Coordinator about your EL request.
- If your request is returned to you, make the necessary corrections and then resubmit request.

**ONCE APPROVED, ENJOY YOUR EXPERIENCE!**

Strive to learn as much as possible & keep a reflection journal to make the most meaning of your experience. This really matters!

# Step 4: Documentation Phase

- On the last day of your activity (end date), the status of your EL request will update to “Documentation Phase” giving you access to the Experience Verification form.
- Complete the Experience Verification form, providing details of your experience, including your supervisor’s name and email address, and the number of hours you completed.
- Evaluate each of the competencies, assessing the degree to which you gained each competency from your experience.
- Provide a full three-sentence response to the Reflection prompt, that you might share in an interview.
- Once submitted, your supervisor will be sent an email from [imsadvising@med.fsu.edu](mailto:imsadvising@med.fsu.edu) requesting verification of your hours.
- Communicate with your supervisor to ensure the supervisor received the email and verifies your hours promptly.
- Once the supervisor verifies your hours, they are considered **COMPLETED** – not until then.

TESTING RETURNED REQUESTS (12/1/2021) 1 HOURS

Agency Information Experience Verification History

LOCATION AND SUPERVISOR INFORMATION

Agency Address

Agency City

Agency State

Agency Phone Number

Agency Website

Supervisor Name

Supervisor Title

Supervisor Email

Supervisor Phone Number

Number of Hours Completed

REFLECTION

Reflecting on your experience, rate the relevancy that this experience had on developing the following pre-professional competencies that you selected on your EL request form. Then, select any additional competencies that you gained knowledge of through your experience and rate the relevancy that this experience had on developing those competencies.

Competencies selected on your EL Request	Excellent	Somewhat	Poor	Not at all
Communication; Ability to Express Oneself	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scientific Problem-Solving; Critical Thinking; Research; Inquiry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

  

Additional Competencies not selected on EL Request	Excellent	Somewhat	Poor	Not at all
Apply Life or Social Science Knowledge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Capacity for Improvement; Self-Improvement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Collaboration; Teamwork; Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Cultural Competence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Ethical Responsibility to Self and Others; Integrity; Professionalism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Reliability and Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Resilience and Adaptability; Perseverance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Service Orientation; Concern for Others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Social Skills; Social Poise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

[Click here](#) for a full description of the competencies.

Reflection

Consider one competency that you gained the most knowledge of from your experience. Think about what you might share about this experience in an interview. Write 3 full sentences, sharing 1) what you did (duties/responsibilities), 2) what you learned/gained, and 3) how your experience integrates into your career goals.

You have 2000 characters left

[Submit for Verification](#)

# Questions? Need further assistance?

Heather Stitely, Community Coordinator

[Heather.Stitely@med.fsu.edu](mailto:Heather.Stitely@med.fsu.edu)

Schedule an EL Advising Appointment through Campus Connect

<https://med.fsu.edu/imsdegree/contact-us>

