FLORIDA STATE UNIVERSITY
Interdisciplinary Medical Sciences B.S. Degree Program

Checklist for Experiential Learning (EL) Hours

☐ Get Advice – at least once a year
  o Schedule appointment with the IMS Community Coordinator (EL Advisor)
  o Attend Prehealth Professions 101/202 Workshops – First & Second Year students
  o Schedule appointment with Pre-Health Advisor – Upperclassmen

☐ Know what to do (and not to do!)
  o 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
  o Join IMS Facebook group – have access to other IMS students and receive announcements about opportunities for EL hours
  o Accept invitation to IMS Canvas group
  o Resources for Volunteer opportunities
  o Undergraduate Research opportunities
  o Pre-health Student Organizations
  o Clinical Training opportunities
  o NoleNetwork at the FSU Career Center website
  o Contact facilities/agencies/organizations – email, phone, and/or in-person
  o Complete applications and other necessary paperwork to get started

☐ Finalize Important Details and Scheduling
  o Plan in advance how your Experiential Learning is going to happen
  o Is a background check, orientation, immunizations, training required? Costs involved?
  o Consider hours per week, your course schedule, transportation, documentation, etc.

☐ When plans have been arranged/confirmed, submit EL Request in the EL Database
  o Submit EL Request in advance or at the very beginning of your experience for approval.
  o 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
  o Maintain a reflective journal to jot down meaningful moments throughout experience.
  o Take advantage of networking, asking questions, learning whenever possible.
  o Notify the IMS Community Coordinator if problems arise, plans fall through, etc.
  o 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
  o Provide details of place hours were completed.
  o Provide accurate supervisor name/contact information for verification of hours
  o Indicate the total number of hours completed.
  o Reflect on your experience, identifying the competencies you gained through your experience.
  o Supervisor will be sent an email to verify hours immediately upon submitting.
  o EL hours are not considered completed until the supervisor verifies them.
  o Communicate with supervisors to ensure prompt verification of hours.

IMS EL Checklist, revised 02.22.22