

Checklist for Experiential Learning (EL) Hours

Get Advice – at least once a year

- Schedule appointment with the IMS Community Coordinator (EL Advisor)
- Attend Pre-health 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.