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.
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.
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.
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.
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 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 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.
Questions? Need further assistance?

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Schedule an EL Advising Appointment

https://imsadvising.setmore.com