



IMS Database for Experiential Learning Hours

A step-by-step guide to document 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 onto 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". The dashboard is divided into two main sections. The left section contains a profile form with fields for "Name", "Phone Number", and "Email", and a blue link "Edit My Profile". Below the form is a blue link "Request New Experiential Learning Activity". The right section contains a table with the following data:

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

Below the table is a paragraph of text: "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, just once or as needed, before submitting EL requests.
- Provide the most relevant information for the current academic year or semester
- Your current Map Term and Total Academic Credits Completed can be found in Student Central.
- Once your profile is saved, you can request a new EL activity for approval.

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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 of your EL requests and the status of each. Until the supervisor verifies your hours they are not considered completed.
- When you have arranged for an EL activity, submit an EL request by clicking the link on the dashboard “Request new EL activity” – All EL requests are to be submitted *in advance or at the very beginning of the activity*, for approval.

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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

- Click “Request New Experiential Learning Activity” (shown on previous slide).
- Complete the request form →
- Provide the name of the place you will be completing hours.
- The dates of your activity must fall within the semester indicated
- Provide the number of hours you expect to complete.
- Provide full, thoughtful, detailed responses to the prompts.
- Finally, submit for approval.

The screenshot shows the 'IMS EXPERIENTIAL LEARNING NEW REQUEST' form. At the top, it features the Florida State University College of Medicine logo and navigation links for 'DASHBOARD', 'MY PROFILE', and 'LOG OUT'. The form is divided into several sections:

- AGENCY INFORMATION:** Includes fields for 'Agency Name', 'Semester of Activity' (with a dropdown), 'Year' (with a dropdown), 'Dates of Activity' (with 'From' and 'To' date pickers), 'Total Expected Hours', and 'Type of Experience' (with a dropdown).
- RATIONALE: RESPOND TO THE FOLLOWING PROMPTS WITH THOUGHTFUL, COMPLETE SENTENCES.** This section contains four text prompts, each with a corresponding text area and a character count: 'What is your learning goal for this activity specifically?' (1000 characters left), 'How will this experience provide a service to the community?' (800 characters left), 'How does this relate to/support your career goals as a healthcare professional?' (600 characters left), and 'What health related topics and/or issues do you anticipate observing during this experience?' (250 characters left).
- AGENCY REQUIREMENTS FOR PARTICIPATION:** Includes a checkbox for 'I understand that this activity may require a background check, immunizations, training, or orientation. Any costs associated with these requirements are solely my responsibility.' and a link for 'resources webpage'.

A blue 'Submit for Approval' button is located at the bottom right of the form.

Step 3: Approval Process

- When you submit an EL request, 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, the status of your EL request will change to “documentation phase”.
- At this time, complete the Experience Verification form, providing details about where you went, who your supervisor is, and what you learned →
- Once submitted, your supervisor will receive an email from imsadvising@med.fsu.edu with instructions to verify your hours.
- Communicate with your supervisor, informing them of the email they will be receiving.
- Make sure the supervisor receives the email and verifies your hours promptly.
- Once your supervisor verifies your hours, they will be considered COMPLETED – not until then.



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[Home](#) [Students](#) [Activity Search](#) [Reports](#) [Report a Problem](#) [Secure Apps](#)

[Request](#) [Experience Verification](#) [Supervisor Validation](#) [History](#)

Location and Supervisor Information

Agency Address

Agency City

Agency State

Agency County

Agency Phone Number

Agency Website

Supervisor Name

Supervisor Title

Supervisor Email

Supervisor Phone Number

Number of Hours Completed

Tell us what you learned about ...

The patients, clients, and stakeholders served by the agency?

The agency and its role in the healthcare system?

Summarize your takeaways from this Experiential Learning activity.

In a paragraph (ten sentences or less), identify how this Experiential Learning activity contributed to your career goals.

Questions? Need further assistance?

Heather Stitely, Community Coordinator

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Schedule an EL Advising Appointment

<https://imsadvising.setmore.com>

