IMS Database for Experiential Learning Hours

A step-by-step guide to document Experiential Learning (EL) hours
Step 1: Access the Database

- The IMS Database is only for IMS students
- Access the Database at: https://www.med.fsu.edu/IMS
- Log onto the Database using your FSU username and password
- Arrive at your dashboard.
Step 2: Submit an Activity

- Click “Request New Experiential Learning Activity” (shown on previous slide).

- Complete all four tabs
  - Career Goals
  - Term Information
  - Agency Information
  - Experiential Learning Plan
Step 2: Submit an Activity

The Career Goals Tab

• **Career Goals** – indicating your current student status and post-graduation plans.
Step 2: Submit an Activity

The Term Information tab

INFO ABOUT ACTIVITY (first two lines)
Select the semester and year for the EL activity (when the activity will take place)

INFO ABOUT SEMINAR (next three lines)
Select the seminar that you are, will be, or were enrolled in this academic year. Indicate the semester and year enrolled.

INFO ABOUT ACADEMICS (last two lines)
Indicate the total number of academic credits earned to date, and your map term (info accessible in Student Central)
Step 2: Submit an Activity

The Agency Information tab

• Indicate agency name, location, website, and contact information - where this experience will take place.

• Provide information about your supervisor (the person who will verify your hours after your experience). Make sure the supervisor’s email is entered correctly – as this is how they will be contacted.

• Indicate whether trainings, immunizations, background checks, etc. are required for this experience and provide the date(s) that they are completed. Any costs associated with these are your responsibility. Please click yes to indicate you understand.
Step 2: Submit an Activity

The Experiential Learning Plan tab

- **Contain experiences to the semester** (range of dates should not span more than one semester – i.e. spring dates: January to May).

- If your experience spans multiple semesters, submit a new activity each semester for that experience.

- If experience is just one day, indicate the date in the “from” field and the next day in the “to” field (indicating a 24 hour period).

- Select type of experience from drop down menu.

- Goal – for this specific experience. **Focus your interests specifically to the activity being submitted.**

- Rationale – respond to prompts completely, providing sufficient details related to the experience.
Step 3: The Experience

• Review that everything is completed correctly. Then click the submit this request button.

• Your submission will be reviewed and:
  1) approved, OR
  2) returned with instructions to change something and resubmit, OR
  3) declined (if the experience does not count toward EL hours).

ONCE APPROVED, ENJOY YOUR EXPERIENCE!
Strive to learn as much as possible & keep a reflection journal to make the most meaning of your experience.
Step 4: Document Experience

• When you complete your experience, go back to your submission and complete the Experiential Verification tab – reflection time!

• Once submitted, your supervisor will receive an email from our department with instructions to verify your hours.

• Give your supervisor a “heads up” informing them of the email they will be receiving.

• Once your supervisor verifies your hours, they will be considered COMPLETED – not until then.

• Remember: you need 64 completed hours each academic year and a total of 256 to graduate from the IMS Program.
Questions? Need further assistance?

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Schedule an EL Advising Appointment
https://imsadvising.setmore.com