Checklist for IMS Experiential Learning

□ Get Advice
  o Meet with your IMS Community Coordinator
  o Meet with the Pre-Med/Pre-Health Advisors

□ Know what to do (and not to do!)
  o Read Helpful Hints for what you need to know before contacting an agency or site

□ Find Potential Community Site
  o Review the lists of available sites for Experiential Learning
  o Pick your best options
  o Or research a potential site

□ Finalize Important Details and Scheduling
  o Plan in advance for how your Experiential Learning is going to happen
  o Does your site require a background check, volunteer application, Orientation sessions, HIPPA training, Immunizations or health screening?
  o What about hours per week, your courses, transportation, sign in and documentation?

□ Submit Experiential Learning PLANNING Form in the Experiential Learning Database
  o This is required to get your Experiential Learning approved BEFORE you begin volunteering
  o Include a supervisor email address
  o Complete short series of pre-flection questions

□ Begin your Experiential Learning
  o Communicate regularly with staff and stakeholders
  o Notify your IMS Community Coordinator if any problems arise

□ Document your hours and Reflect on your experiences
  o Your IMS Seminars will guide you
  o Use Career Portfolio and ServScript to document your hours

□ Complete the Experiential Learning DOCUMENTATION Form in the Experiential Learning Database
  o At the end of each term document the total number of hours completed for your EL activity
  o Complete a series of reflection questions
  o Supervisor verification is required for hours to count toward your degree!