Checklist for IMS Experiential Learning (EL) Hours

☐ Get Advice – preferably each semester
  o Schedule appointment with the IMS Community Coordinator
  o Schedule appointment with Pre-Med/Pre-Health Advisors

☐ Know what to do (and not to do!)
  o 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
  o Join IMS Facebook group – have access to other IMS students and receive announcements about opportunities for EL hours
  o Agencies in the Community
  o Additional Resources for Volunteer opportunities
  o Undergraduate Research opportunities
  o Pre-health Student Organizations
  o Clinical Training opportunities
  o Handshake at the FSU Career Center website
  o Contact facilities/agencies/organizations – email, phone, and/or in-person
  o Complete applications and other necessary paperwork to get started

☐ Finalize Important Details and Scheduling
  o Plan in advance how your Experiential Learning is going to happen
  o Is a background check, orientation, immunizations, training required? Costs involved?
  o Consider hours per week, your course schedule, transportation, documentation, etc.

☐ When plans have been made, submit PLANNING Form in the IMS Database
  o Submit planning form in advance of your experience for review/approval.
  o Need to have agency information, approximate start/end dates, number of hours expected to complete, type of experience, your role, and your goal for the activity.

☐ Begin your Experiential Learning experience
  o Maintain a reflective journal to jot down meaningful moments throughout experience.
  o Take advantage of networking, asking questions, learning whenever possible.
  o Notify the IMS Community Coordinator if problems arise, plans fall through, etc.
  o Use Career Portfolio and ServScript Program to document hours, as applicable.

☐ After experience, promptly complete the DOCUMENTATION Form in the IMS Database
  o Provide supervisor name and contact information for verification of hours
  o Document the dates and total number of hours completed
  o Respond to a series of reflection prompts, to demonstrate learning and impact.
  o Supervisor will receive notification to verify hours once this form is submitted.
  o EL hours are not considered completed until the supervisor verifies them.