Interdisciplinary Medical Sciences
B.S. Degree Program
Experiential Learning Guidelines

Interdisciplinary Medical Sciences BS Degree Program

Overview

Purpose: The goal of the IMS experience is to help students understand the health care system, its challenges and issues, appreciate a patient-centric delivery system, understand the importance of a collaborative healthcare team, and confirm their dedication to serve in this field. Every student is required to gain approved and documented healthcare experience for progression in the major. Ideally, the student will find a venue in which they can develop a passion for service to community/others.

All majors in the IMS degree require completion of the experiential IMS Experiential Service Learning Seminar sequence (freshmen through senior year) and the Senior Capstone course that includes a senior project. All seminars are letter graded. Students must complete seminars with grades of C- or above.

Guiding Principles:

- Obtain progressively responsible experiences lasting multiple semesters, often in the same venue.
- Build strong partnerships in the community to produce strong learning environments for students that help meet workforce development needs.
- The experiential learning activity must be personally relevant to the student.

Students will be able to:

1. Apply course content and gain relevant academic, personal, and professional knowledge, skills, and attitudes needed to become work-ready citizens upon graduation.
2. Pose questions, investigate problems, utilize critical analysis, and demonstrate a curious and problem-solving approach in the specific venue of the experience.
3. Describe relationships with others in the experience venue and how workers interact with each other, clients, or patients.
4. Make connections between what they see and do in the experiential setting and their academic experiences in order to explain relationships essential in healthcare and medicine.
5. Engage with community healthcare preceptors to broaden students' view of the community and the meaning of service to others.
6. Develop skills in information gathering and critical analysis to guide objective plans for community solutions.

IMS Seminar Sequence and Capstone Course

A unique and innovative aspect of the IMS Degree Program is the IMS Experiential Service Learning sequence, engaging students in the real world of health care beginning in the freshman year and
culminating with the Capstone course in the senior year that will require research and/or analysis of health care venues and delivery. Students will participate in Volunteer Training during their Interdisciplinary Medical Sciences Seminar. This training is required for all IMS degree students.

GOALS: The goal of the seminar sequence and capstone course are to provide structure and context for the experiential and service learning process.

REQUIREMENTS: Students will enroll in the freshmen, sophomore, junior, senior, and capstone courses. The assignments in each course align with service and experiential learning activities in the same academic year.

EVALUATION AND CRITERIA FOR MAJOR AND DEGREE CREDIT:
- The IMS Seminars and Capstone Course are letter graded and must be completed with a grade of C minus or better.
- All seminars must be completed according to the major mapping milestones.
- Any student who receives a grade below C minus in any Medical Sciences Seminar Course is subject to dismissal from the Interdisciplinary Medical Sciences Program.

IMPLEMENTATION:
- The IMS Seminars are offered on a regular basis.
- The Freshman/Sophomore seminar course is IHS 2121 Introduction to Explorations in Medical Science.
- Freshmen/Sophomore IMS Degree students with a pre-medical focus will apply to register for MDU 1000 Careers in Medicine: Preparation to Practice.
- Freshman participating in FSU UROP may replace the IMS Freshman Seminar, IHS 2121, with the UROP Colloquium IDS 2920.
- Junior Transfer students will be placed into the correct seminar according to the IMS Supplemental Application.
- Students will receive approval of experiential hours prior to or concurrent with enrollment in the appropriate seminar.

Experiential Learning
Real world experience, or experiential learning, aids students in determining their interests, skills and values outside of the classroom.

GOALS: The goal of experiential learning is to provide students with knowledge of their desired healthcare profession.

REQUIREMENTS: The IMS Degree Program requires the successful completion of the Interdisciplinary Medical Sciences Seminar Sequence, including a minimum of 256 approved experiential learning hours before graduation.

EVALUATION/CRITERIA FOR MAJOR AND DEGREE CREDIT:
- Current activities- In order to count toward degree requirements, students must gain approval from the Interdisciplinary Medical Sciences Community Coordinator by submitting the
**Experiential Learning Notification Form** online prior to beginning any experiential learning activity.

The experience must align with the IMS Seminar Series course objectives and meet a combination of these criteria:

1. Related to health, healthcare, and health-related career goals
2. Opportunity to explore health related topics and issues
3. Patient centered
4. Provides knowledge of the profession
5. Direct Service to a population or agency

<table>
<thead>
<tr>
<th>Required Experiential Hours by Term</th>
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<tbody>
<tr>
<td>By the end of Term 2</td>
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<tr>
<td>By the end of Term 4</td>
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<tr>
<td>By the end of Term 6</td>
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<tr>
<td>By the end of Term 8</td>
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- **Previous activities**- Students transferring into this degree program with prior healthcare experience accrued after high school graduation will be required to submit the IMS Supplemental Application. The Community Coordinator will review all prior activities and approve/deny hours based on the same criteria found in the *Experiential Learning Notification Form*.

IMS will accept approved hours up to the student’s incoming map term (see below).

<table>
<thead>
<tr>
<th>Experiential hours accepted for Transfers</th>
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<tbody>
<tr>
<td>Term 2</td>
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<td>Term 3</td>
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<tr>
<td>Term 4</td>
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<tr>
<td>Term 5</td>
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Note: Students may not transfer into an IMS major from another major at FSU or add an IMS major as a second major after the first semester of their junior year (Fifth Term). Prospective transfer students and upper level students interested in the IMS majors should contact the IMS Mapping Coordinator with specific questions about major and mapping requirements.

**IMPLEMENTATION:**

- Students must have each experience approved via the online process by completing the electronic *Experiential Learning Notification Form*.
- Each experience must be entered into the student’s FSU Career Portfolio, which can be accessed through myFSU portal Secure Apps page. Enter the experience under the “Skills” tab.
- If the activity qualifies as service, hours should be entered into FSU ServScript for concurrent semester. For more information please visit this website: http://thecenter.fsu.edu/ServScript-Program
Note: Students in the IMS majors are highly encouraged to obtain a Clinical Assisting, First Responder, or EMT certificate in addition to their required coursework and experiential hours. If the certificate program requires a practicum, field experience, or internship, then those hours can be counted as experiential hours. A limited number of scholarships will be available to assist with funding for these certifications.

Service Hours

Service learning is experiential education that combines classroom instruction with organized service to the community. Through direct service to populations served by health professionals and agencies, students will gain knowledge of a particular community and their needs while demonstrating their commitment to helping others.

GOALS: The service must be direct service to a population or agency, and these hours must be documented on FSU ServScript for the concurrent semester. Direct service hours may count toward the 64 Experiential Learning hours for major credit per academic year with prior approval.

Every student must become actively immersed in service to the community through continual involvement with an approved service project and/or agency. You can explore your personal interests and discover how service can seamlessly merge with your ultimate career goals. Students will also develop leadership skills while simultaneously addressing prevalent community problems and social issues.

EVALUATION/Criteria for major and degree credit:

- **Current activities**- In order to count toward degree requirements, students must gain approval from the Interdisciplinary Medical Sciences Community Coordinator by submitting the Experiential Learning Notification Form online prior to beginning any experiential learning activity.
  The experience must align with the IMS Seminar Series course objectives and meet a combination of these criteria:
  1. Related to health, healthcare, and health-related career goals
  2. Opportunity to explore health related topics and issues
  3. Patient centered
  4. Provides knowledge of the profession
  5. Direct Service to a population or agency

- **Previous activities**- Students transferring into this degree program with prior healthcare-related service performed after high school graduation will be required to submit the IMS Supplemental Application. The Community Coordinator will review all prior service activities and approve/deny hours based on the same criteria found in the Experiential Learning Notification Form.

IMPLEMENTATION:

- Students must have each service experience approved via the online process by completing the electronic Experiential Learning Notification Form.
• Each service experience must be entered into the student’s FSU Career Portfolio, which can be accessed through myFSU portal Secure Apps page. Enter the experience under the “Skills” tab.
• If the activity qualifies as service, hours should be entered into FSU ServScript prior to the end of the semester in which the service was completed. Hours must be entered by 11:59pm EST on the last day of the semester. Be sure to maintain the appropriate hard copy of the FSU ServScript form for auditing purposes.

Community Sites
Below you will find a list of community sites to help you get started in finding an appropriate venue to fit your career interests. Remember, your experiential hours can be accrued outside of Tallahassee and when/if you are home during the summer semesters. Be sure to have your experiential learning plans approved by the community coordinator in advance.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Department</th>
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<tbody>
<tr>
<td>211 Big Bend</td>
<td>Department of Elder Affairs</td>
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<tr>
<td>Alzheimer’s Project of Tallahassee</td>
<td>Early Learning Coalition of the Big Bend</td>
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<tr>
<td>American Cancer Society, Big Bend Unit</td>
<td>Frenchtown Outreach Center, Inc.</td>
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<tr>
<td>American Lung Association, Big Bend Region</td>
<td>FSU Health Promotions</td>
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<tr>
<td>Area Agency on Aging for North Florida</td>
<td>Ghazvini Learning Center - Second Chance</td>
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<tr>
<td>Apalachee Center, Inc.</td>
<td>Heritage Health Care Center</td>
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<tr>
<td>Apalachee Ridge Technology Learning Center</td>
<td>Lincoln Neighborhood Medical Center</td>
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<tr>
<td>Big Bend Cares</td>
<td>Literacy Volunteers of Leon County</td>
</tr>
<tr>
<td>Big Bend Hospice</td>
<td>Miracle Hill Nursing and Convalescent Home</td>
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<td>Big Brothers/Big Sisters of Big Bend</td>
<td>National Alliance on Mental Illness</td>
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<tr>
<td>Boggy Creek Camps</td>
<td>Oasis Center for Women and Girls</td>
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<tr>
<td>Bond Community Health Center, Inc.</td>
<td>One Blood</td>
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<tr>
<td>Capital City Youth Services</td>
<td>P.A.C.E. Center for Girls</td>
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<tr>
<td>Capital Medical Society- We Care Network</td>
<td>American’s Second Harvest of the Big Bend</td>
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<tr>
<td>Capital Regional Medical Center</td>
<td>Tallahassee Memorial HealthCare</td>
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<tr>
<td>Center for Prevention and Early Intervention</td>
<td>Tallahassee Senior Center</td>
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<tr>
<td>Child Advocates II of Tallahassee</td>
<td>Tallahassee Urban League, Inc.</td>
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<tr>
<td>Children's Home Society of Florida-North Central Division</td>
<td>Woman's Pregnancy Center</td>
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Note regarding clearance: Please be aware that many institutions/agencies require a background check, drug screen and/or other clearance mechanism before allowing an individual to volunteer/intern/shadow. All costs associated with the clearance process are the responsibility of the student.

We hope that serving with an agency over an extended period of time will help you mature as a service-oriented individual and discover your place in the healthcare workforce. Your day-to-day experiences are...
only part of the picture and when taken as a whole, they can show a meaningful and profound part of your personal and professional development.

Reflective Writing

Reflective journaling will aid students in revising and refining their professional goals and interests. We want you to document your experiences, thoughts, questions, ideas, and conclusions formed during your service. This will help you gain a deeper insight to your patients, their needs, and your individual strengths and weaknesses. Reflect on your unique experiences and write down at least one thoughtful entry each time you volunteer. Students should have a service journal of some sort for documenting your service and writing your reflective statements.

What should you write about?

If you are not exactly sure what to write or how to do reflective writing, consider asking yourself the following questions and jot down any thoughts/responses in your journal:

1. Why is this health issue problematic?
2. Do you see a connection between your service experience and your future career plans?
3. How did you feel at the end of the day? Why?
4. What are you proud of that happened today? Why?
5. Compare your experience with what you hoped for and expected at the start.
6. What emotions did you feel during your project?
7. What did you learn?
8. What benefit did your work bring to the agency you worked with and/or the clients they serve?
9. What benefit did your work bring forth for you personally?
10. Have your feeling/opinions about the social issue you are working with changed as a result of this project?
11. Who did you meet during your service work that impacted you?
12. What are some skills you used or learned while doing this project?
13. What was the best and worst part of the experience?

Instructions for Getting Your Experience Approved

You must get approval from the Interdisciplinary Medical Sciences Community Coordinator by submitting the Experiential Learning Notification Form prior to the start of any activity you wish to count toward your degree requirements. Below is a sample form.

APPROVAL PROCESS:
- The form will be sent to the IMS Community Coordinator for approval
- You will be notified when it is reviewed.
- You will be notified if it is approved.
- If your submission is returned for revisions, you may view the comments, edit and re-submit the form.
You are responsible for maintaining a record of the approval, and annotating the experience in your Career Portfolio available through the FSU Career Center website.

VERIFICATION PROCESS

- You must notify the Community Coordinator of any changes in your experience.
- You must submit the verification form within 30 days of completion of the activity.
- You must document this experience in your Career Portfolio.
- Your approved experience will apply toward your Interdisciplinary Medical Sciences degree through successful completion of the Experiential Learning Seminar taken in the same academic year as your experience.

Note for Volunteer or Service Activities: If the experiential activity qualifies as service, those hours should be entered into FSU ServScript prior to the end of the semester in which the service was completed. Hours must be entered by 11:59pm EST on the last day of the semester. Be sure to maintain the appropriate hard copy of the FSU ServScript form for auditing purposes.