Experiential Learning Student Guide

How to Get Your Experiences Recognized

Overview

Congratulations on choosing to take an active role in building your resume! You are on the right track to becoming a competitive candidate for post-graduation opportunities. The Career Center has two programs designed to help you make the most of your experiential learning opportunities:

*Experiential Recognition Program (ERP)* – ERP is designed to provide an avenue for you to document and be recognized on your transcript for current co-op or internship work experience. This is a non-credit (-0-) bearing course. The course is graded on the S/U system and is administered through Blackboard.

*Experiential Certificate Program (ECP)* – ECP is an opportunity to obtain a Certificate of Recognition for your experience. This program is also useful if your employer requires formal approval or supervision by an official representative of FSU before hiring you.

How to Get Recognized

If you’d like to make the most of your experience through reflection and get Career Center recognition, follow the steps below to participate in one of the Career Center’s two internship recognition programs.

1. Log into your SeminoleLink account through the Career Center website – www.career.fsu.edu – or the Secure Apps tab in Blackboard.
2. Select Experiential Learning under the Profile tab.

3. Click Add New Experience.

4. Enter your experience details in the Experiential Learning Information form.

5. You will be notified via email if your experience is approved and appropriate next steps, including deadline dates for the reports listed below.
Required Reflection Reports and Evaluations

During your experience, you will be required to complete a Self Evaluation, a Mid-Semester Report, and a Program Evaluation. You will receive reminders via email when the deadlines are approaching for each requirement.

Your employer supervisor will also be asked to fill out a Student Performance Evaluation at the end of your experience. The Career Center strongly encourages you to discuss this evaluation with your supervisor in order to get constructive feedback about your performance.

Completing the Process

Once you have completed the required evaluations and reports and you have received a satisfactory evaluation from your supervisor, you will received a notation on your transcript if you are enrolled in ERP or a Certificate of Recognition if you are enrolled in ECP.

Questions

Any questions or concerns can be addressed via email to CEOAssistant@admin.fsu.edu or via phone at 850-644-9775.

Thank you for your interest in the Career Center’s recognition programs! We hope you have a great experience!