Experiential Learning Recognition Programs Student Guide

How to Register for ERP and ECP

How to Get Recognized
If you would like to make the most of your experience through reflection and earn Career Center recognition, follow the steps below to enroll:

1. Log into your SeminoleLink account through the Career Center website – www.career.fsu.edu – or the Secure Apps tab in Student Central.
2. Once logged in, click the Career Center option on the top navigation menu, then Experiences.

3. Click Request An Experience.

4. Enter your experience details in the Experiential Learning Enrollment form. Make sure to enter information in ALL fields and complete the ENTIRE form.

   You will need the following information to complete the Enrollment form:
   
   a. Formal name of your Employer/Agency/Organization (e.g. Florida State University Student Government Association)
   b. Your job title (e.g. Public Relations Intern)
   c. Your position description
d. Your experience start and end dates

e. Supervisor contact information – Including full name, office phone number, and office email address

f. Learning Objectives - Your Learning Objectives should be specific, measurable, attainable, realistic, and timely. For each objective, answer the following three questions:
   i. What do you want to accomplish?
   ii. How are you going to accomplish it? (What steps will you take to accomplish your goal? What activities will you do? How will you acquire the learning? Under what conditions will the learning occur?)
   iii. How you will measure your goal? (What evidence will you have to demonstrate that learning has taken place? What criteria will be used to evaluate your evidence? Who will do the evaluation?)

You must select ERP or ECP when indicating submitting your experience.

- Experiential Recognition Program (ERP) – ERP is designed to provide an avenue for you to document earn transcript notation for experiential learning opportunities:
  o ERP is a non-credit (-0- credit hour) bearing course, SDS 3802: Experiential Learning.
  o You must enroll in ERP to run concurrently with the semester you are completing the experiential learning opportunity.
  o SDS 3802 is hidden course; you will be unable to self-register for SDS 3802 though Student Central. The Career Center automatically registers students for SDS 3802 after their ERP application has been processed and approved.
  o SDS 3802 is graded on the S/U system and is administered through Blackboard.
  o Find more information at - http://career.fsu.edu/ERP.

- Experiential Certificate Program (ECP) – ECP is an opportunity to obtain a virtual Certificate of Recognition for your experience:
  o This program is useful if your employer requires formal approval or supervision by an official representative of FSU before hiring you.
  o Find more information at - http://career.fsu.edu/ECP.

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 Mid-Semester Evaluation, a Self-Evaluation, and a Program Evaluation. You will receive reminders via email when the deadlines are approaching for each requirement.

Your listed internship 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 receive 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 either receive a notation on your transcript (if you are enrolled in ERP) or a virtual Certificate of Recognition uploaded to your SeminoleLink powered by Handshake account (if you are enrolled in ECP).

**Questions**
Any questions or concerns can be addressed via email to cc-gain-experience@fsu.edu or via phone at 850-644-9775.

Thank you for your interest in the Career Center’s Experiential Learning Recognition Programs! We hope you have a great experience!