STETSON UNIVERSITY
Experiential Learning Requirement (ELR) Guidelines

ELR Option	Qualified Positions	Requirement	Tracking/ Approval/ Review	Notes
Internship	Academic Internships	Prerequisite: SOBA 200 and other prerequisites based on course *Course Options:* ACCT 397 (.5 or 1 unit) FENT 297 (.5 unit) SOBA 297 (.5 unit) BLAW 297 (.5 unit) FENT 397 (1 unit) SOBA 397 (1 unit) BLAW 397 (1 unit) FINA 397 (.5 or 1 unit) SALS 297 (.5 unit) BSAN 397 (.5 or 1 unit) HRMT 397 (1 unit) SALS 397 (1 unit) ECON 397(.5 or 1 unit) INTL 397 (.5 or 1 unit) SPTB 297 (.5 unit) ENTP 397 (.5 or 1 unit) MGMT397(.5 or 1 unit) SPTB 397 (1 unit) MKTG 397 (.5 unit)	Automatic via Degree Audit	• Internships courses usually have prerequisites (check catalog for specific requirements) • Course must be taken **WHILE** student is interning • Internship courses taken in the summer have a fee of $250 for half unit and $500 for full unit
	Non-Academic Internship	• Submit Official Internship Offer Letter or Acceptance Email • Submit Position Job Description (must meet the Stetson Internship Criteria) • Must Complete 70 hours at site over a minimum of 6-week time period • Submit proof of hours completed (timesheet or signed hours tracking form) • Submit reflection video or paper upon completion of internship • Employer must email a performance evaluation to Sobaelr@stetson.edu • Submit updated CaPD approved résumé or LinkedIn link upon completion	ELR Office will submit completion to Registrar	• Positions that DO NOT meet Stetson Internship Criteria will not be granted ELR credit
Global & Community Engagement	Stetson-Approved Study Abroad	• If a Stetson academic course is being taken along with study abroad trip then that is the only requirement • **If the student is NOT taking an academic course then the below steps are required** 1. Submit reflection video or paper upon completion 2. Submit updated CaPD approved resumé or updated LinkedIn link upon completion 3. Submit proof of acceptance and completion of the Abroad trip (i.e. transcripts, acceptance letter etc.)	Automatic via Degree Audit if taking a Stetson academic course **If student is NOT taking academic course the ELR Office will submit ELR completion to Registrar**	
	Alternative Breaks	• Submit reflection video or paper upon completion • Submit updated CaPD approved resumé or updated LinkedIn link upon completion • Submit trip confirmation and completion email from Program Director	ELR Office will submit ELR completion to Registrar	
	Community Engagement Certificate Recipients	• Submit Certificate upon completion • Submit updated CaPD approved résumé or updated LinkedIn link upon completion	ELR Office will submit ELR completion to Registrar	
	International Student	• F-1 Visa Status	ELR Office will submit ELR completion to Registrar (upon request from student)	

*Transfer students who began at Stetson in Fall 2017 or later and transferred 45+ credits are required to complete only 1 ELR credit.

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Campus Leadership	ROTC	**Squad Leader or higher rank** • Submit a reflection paper or video <u>upon completion</u> • Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u> • Submit signed recommendation form <u>upon completion</u> (signed by faculty officer)		
	Residential Assistants (RAs)	• Complete 2 successful semesters as a RA • Submit a reflection paper or video <u>upon completion</u> • Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u> • Submit signed recommendation form <u>upon completion</u> (must be signed by Residential Life Coordinator or Associate Director of Residential Education)		
	Senior SOBA 200 Career Peer TA's	**Prerequisite: SOBA 200 and meeting all Stetson TA Guidelines & Policies** • Pre-approval form signed by SOBA 200 Instructor • Complete 2 semesters as CPTA and complete 2 consecutive semesters of ***SOBA 395*** • Complete 1 additional semester as CPTA (no academic credit awarded or required) • 70 hours of work hours completed • Submit proof of hours completed (faculty signed hours tracking form) • Submit a reflection paper or video <u>upon completion</u> • Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u> • Submit signed recommendation form <u>upon completion</u> (must be signed by SOBA 200 Faculty Advisor)	ELR Office will submit ELR completion to Registrar or ELR will automatically update on Degree Audit once academic course is completed	***No retroactive credit*** *can be given for past experiences for student employment and significant leadership positions* All Campus Leadership ELR experiences require SOBA 200 as a prerequisite
	Volunteer Income Tax Assistance (VITA)	• Submit a reflection paper or video <u>upon completion</u> • Complete all trainings and 8 sessions (must be submitted by program coordinator) • Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u>		
	Stetson Student Employment *(Not All Positions Will Qualify)*	• ***Pre-approval form*** signed by supervisor and approved by ELR committee • 70 hours of work hours completed within the semester • Submit a reflection paper or video <u>upon completion</u> • Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u> • Submit signed recommendation form <u>upon completion</u>		
	Significant Leadership Position (Ex: Active SGA Officer, Greek Officer, Philanthropic Event Planner, etc.)	• ***Pre-approval form*** signed by faculty advisor and approved by ELR committee • 70 Hours of leadership experience in the semester • Submit a reflection paper or video <u>upon completion</u> • Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u> • Submit signed recommendation form <u>upon completion</u> (must be signed faculty advisor)		

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	Case Competition Members	**Roland George Investment Program**
		Option One:
		• Complete FINA 421 OR FINA 422
		• Complete ONE of the FOUR competitions below
		   1. Compete in CFA Competition or Ethics Competition
		   2. Attend QGame
		   3. Present to the Public Trustee Board
		   4. Serve as Portfolio Manager
		• Submit updated CaPD approved résumé or LinkedIn Link <u>upon completion</u>
		• Submit signed recommendation form <u>upon completion</u> (must be signed faculty advisor)
		Option Two:
		• Complete FIN 421 AND FIN 422
		• Complete ONE of the THREE below
		   1. Travel for the NYC site visits
		   2. Present at TWO Friday Trustee Board Meetings
		   3. Serve as Trustee
		• Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u>
		• Submit signed recommendation form <u>upon completion</u> (must be signed faculty advisor)
		
		Entrepreneurship Competition (Prince Leaders)
		• Complete ENTP 315
		• Compete in Competition
		• Submit a reflection paper or video <u>upon completion</u>
		• Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u>
		• Submit signed recommendation form <u>upon completion</u> (must be signed faculty advisor)
		
		Ethics, Family Enterprise, Sales Case Competition
		• Must travel and compete
		• 70 hours of competition preparation
		• Submit a reflection paper or video <u>upon completion</u>
		• Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u>
		• Submit signed recommendation form <u>upon completion</u> (must be signed faculty advisor)
		
		Sports Sales Competition
		• 70 hours of competition preparation or planning
		• Compete in Competition or Play Active Role in the Planning of Competition
		• Submit a reflection paper or video upon completion
		• Submit updated CaPD approved résumé or LinkedIn link upon completion
		• Submit signed recommendation form upon completion (must be signed faculty advisor)
			ELR Office will submit ELR completion to Registrar	

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Updated July 2021

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Life Experiences/ Non-Traditional Student	Own and/or Operate a Business	• At least two years of operation and management of a business as a going concern. • Submit proof of state business registration (LLC documents, DBA documents, etc.) • Submit a reflection paper or video upon completion • Submit updated CaPD approved résumé or LinkedIn upon completion	ELR Office will submit ELR completion to Registrar	Satisfies both ELRs
	Previous or Current Full-Time Employment	• At least two years of career-focused, full-time employment • Submit updated CaPD approved résumé or LinkedIn link upon completion		
	Full-Time Service In The Military	• Submit DD- 214 showing release and discharge date and at least **four service years.** • Submit updated CaPD approved résumé or LinkedIn link upon completion		

How to Submit Items:

- **Go to the Canvas Course- Experiential Learning Requirement. See the "Modules" for the type of ELR experience you want to pursue.**
- **Email the JJ Master Center at SOBAELR@stetson.edu to be added to the Canvas ELR Organization (if you do not already have access)**

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