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 the 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 297 (.5 unit) BCON 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) MKTG 397 (.5 unit) SPTB 397 (1 unit)	Automatic via Degree Audit	 Internship 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 an Official Internship Offer Letter or Acceptance Email Submit Position Job Description (must meet the Stetson Internship Criteria) Must Complete 70 hours at the site over a minimum of 6-week time period Submit proof of hours completed (timesheet or signed hours tracking form) Submit a reflection video or paper upon completion of the internship Employer must email a performance evaluation to <u>Sobaelr@stetson.edu</u> Submit updated CaPD-approved résumé and LinkedIn link <u>upon completion.</u> 	ELR Office will submit the completion to the 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 a study abroad trip, then that is the only requirement If the student is NOT taking an academic course, then the below steps are required Submit a reflection video or paper upon completion Submit updated CaPD-approved resumé and updated LinkedIn link upon completion 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 the Registrar.	
	Alternative Breaks	 Submit reflection video or paper upon completion Submit updated CaPD-approved resumé and updated LinkedIn link upon completion Submit trip confirmation and completion email from the Program Director 	ELR Office will submit ELR completion to the Registrar	
	Community Engagement Certificate Recipients	 Submit Certificate upon completion Submit updated CaPD-approved résumé and updated LinkedIn link upon completion 	ELR Office will submit ELR completion to the 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. * **CaPD** is Career and Professional Development and they are located on the 2nd floor of the Rinker Welcome Center (Contact at 386-822-7315)

STETSON UNIVERSITY

ELR Option	Qualified Positions	Requirement	Tracking/ Approval/ Review	Notes
Campus Leadership	ROTC	Squad Leader or higher rank • Submit a reflection paper or video upon completion • Submit updated CaPD-approved résumé and LinkedIn link upon completion • Submit signed recommendation form upon completion (signed by faculty officer)	ELR Office will submit ELR completion to the Registrar or ELR will automatically update on Degree Audit once the 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
	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 and 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) 		
	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 and LinkedIn link <u>upon completion</u> 		
	Stetson Student Employment (Not All Positions Will Qualify)	 <i>Pre-approval form</i> 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 and 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.)	 <i>Pre-approval form</i> signed by the faculty advisor and approved by the 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 and LinkedIn link <u>upon completion</u> Submit signed recommendation form <u>upon completion</u> (must be signed by the faculty advisor) 		

*Transfer students who began at Stetson in Fall 2017 or later and transferred 45+ credits are required to complete only 1 ELR credit. * **CaPD** is Career and Professional Development and they are located on the 2nd floor of the Rinker Welcome Center (Contact at 386-822-7315)

STETSON UNIVERSITY

ELR Option	Qualified Positions	Requirement	Tracking/ Approval/ Review	Notes
	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 signed recommendation form upon completion (must be signed by the 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 signed recommendation form upon completion (must be signed by the faculty advisor) Entrepreneurship Competition (Prince Leaders) Complete ENTP 315 Complete INT 915 Complete INTP 315 Complete INTP 315 Complete in Competition Submit signed recommendation form upon completion Submit updated CaPD-approved résumé and LinkedIn link upon completion Submit updated CaPD-approved résumé and LinkedIn link upon completion Submit a reflection paper or video upon completion Submit signed recommendation form upon completion (must be signed by the faculty advisor) Ethics, Family Enterprise, Sales, International Business Case Competition Must travel and compete 70 hours of competition preparation Submit updated CaPD approved résumé and LinkedIn link upon completion Submit updated caP	ELR Office will submit ELR completion to Registrar	
		 Submit updated CaPD-approved résumé and LinkedIn link upon completion Submit signed recommendation form upon completion (must be signed by faculty advisor) 		

*Transfer students who began at Stetson in Fall 2017 or later and transferred 45+ credits are required to complete only 1 ELR credit. * **CaPD** is Career and Professional Development and they are located on the 2nd floor of the Rinker Welcome Center (Contact at 386-822-7315)

STETSONUNIVERSITY

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 <u>SOBAELR@stetson.edu</u> to be added to the Canvas ELR Organization (if you do not already have access)