

# STETSON UNIVERSITY

## Experiential Learning Requirement (ELR) Guidelines

ELR Option	Qualified Positions	Requirement	Tracking/ Approval/ Review	Notes
Internship	Academic Internships	Prerequisite: SOBA 205 and other prerequisites based on course <u>Course Options:</u> ACCT 397 (.5 units or 1 unit)      INTL 397 (.5 unit or 1 unit) BSAN 397 (.5 unit or 1 unit)      MGMT 397 (.5 unit or 1 unit) ECON 397(.5 unit or 1 unit)      MKTG 397 (.5 unit) ENTP 397 (.5 unit or 1 unit)      SPTB 397 (1 unit) FENT 397 (.5 unit or 1 unit)      SOBA 297 (.5 unit or 1 unit) FINA 397 (.5 unit or 1 unit)      SOBA 397 (.5 unit or 1 unit)	Automatic via Degree Audit	<ul style="list-style-type: none"> <li>• Internships courses usually have prerequisites (check catalog for specific requirements)</li> <li>• Course must be taken <b>WHILE</b> student is interning</li> <li>• Internship courses taken in the summer have a fee of \$250 for half unit and \$500 for full unit</li> </ul>
	Non-Academic Internship	<ul style="list-style-type: none"> <li>• Submit Official Internship Offer Letter or Acceptance Email</li> <li>• Submit Position Job Description (must meet the Stetson Internship Criteria)</li> <li>• Must Complete 70 hours at site over a minimum of 6-week time period</li> <li>• Submit proof of hours completed (timesheet or signed hours tracking form)</li> <li>• Submit reflection video or paper upon completion of internship</li> <li>• Employer must email a performance evaluation to <a href="mailto:Sobaelr@stetson.edu">Sobaelr@stetson.edu</a></li> </ul>	ELR Office will submit completion to Registrar	<ul style="list-style-type: none"> <li>• Positions that DO NOT meet Stetson Internship Criteria will not be granted ELR credit</li> </ul>
Global & Community Engagement	Stetson-Approved Study Abroad	<ul style="list-style-type: none"> <li>• If a Stetson academic course is being taken along with study abroad trip then that is the only requirement</li> <li>• <b>If the student is NOT taking an academic course then the below steps are required</b> <ol style="list-style-type: none"> <li>1. Submit reflection video or paper upon completion</li> <li>2. Submit updated CaPD approved resumé or updated LinkedIn link upon completion</li> <li>3. Submit proof of acceptance and completion of the Abroad trip (i.e. transcripts, acceptance letter etc.)</li> </ol> </li> </ul>	Automatic via Degree Audit if taking a Stetson academic course  <b>If student is NOT taking academic course the ELR Office will submit ELR completion to Registrar</b>	
	Alternative Breaks	<ul style="list-style-type: none"> <li>• Submit reflection video or paper upon completion</li> <li>• Submit updated CaPD approved resumé or updated LinkedIn link upon completion</li> <li>• Submit trip confirmation and completion email from Program Director</li> </ul>	ELR Office will submit ELR completion to Registrar	
	Community Engagement Certificate Recipients	<ul style="list-style-type: none"> <li>• Submit Certificate upon completion</li> <li>• Submit updated CaPD approved resumé or updated LinkedIn link upon completion</li> </ul>	ELR Office will submit ELR completion to Registrar	
	International Student	<ul style="list-style-type: none"> <li>• F-1 Visa Status</li> </ul>	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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Updated Feb 2020

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Campus Leadership	ROTC	<b>Squad Leader or higher rank</b> <ul style="list-style-type: none"> <li>Submit a reflection paper or video <u>upon completion</u></li> <li>Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u></li> <li>Submit signed recommendation form <u>upon completion</u> (signed by faculty officer)</li> </ul>	ELR Office will submit ELR completion to Registrar or ELR will automatically update on Degree Audit once academic course is completed	<b><i>No retroactive credit can be given for past experiences for student employment and significant leadership positions</i></b>  All Campus Leadership ELR experiences require SOBA 205 as a prerequisite
	Residential Assistants (RAs)	<ul style="list-style-type: none"> <li>Complete two successful semesters as a RA</li> <li>Submit a reflection paper or video <u>upon completion</u></li> <li>Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u></li> <li>Submit signed recommendation form <u>upon completion</u> (must be signed by Residential Life Coordinator or Associate Director of Residential Education)</li> </ul>		
	Volunteer Income Tax Assistance (VITA)	<ul style="list-style-type: none"> <li>Submit a reflection paper or video <u>upon completion</u></li> <li>Complete all trainings and 8 sessions (must be submitted by program coordinator)</li> <li>Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u></li> </ul>		
	Case Competition Members	<b>Roland George Investment Program</b> <u>Option One:</u> <ul style="list-style-type: none"> <li>Complete FINA 421 OR FINA 422</li> <li>Complete ONE of the THREE competitions below                             <ol style="list-style-type: none"> <li>Compete in CFA Competition or Ethics Competition</li> <li>Attend QGame</li> <li>Present to the Public Trustee Board</li> </ol> </li> <li>Submit updated CaPD approved résumé or LinkedIn Link <u>upon completion</u></li> <li>Submit signed recommendation form <u>upon completion</u> (must be signed faculty advisor)</li> </ul> <u>Option Two:</u> <ul style="list-style-type: none"> <li>Complete FIN 421 AND FIN 422</li> <li>Travel for the NYC site visits</li> <li>Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u></li> <li>Submit signed recommendation form <u>upon completion</u> (must be signed faculty advisor)</li> </ul> <b>Entrepreneurship</b> <ul style="list-style-type: none"> <li>Complete ENTP 315</li> <li>Compete in Competition</li> <li>Submit a reflection paper or video <u>upon completion</u></li> <li>Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u></li> <li>Submit signed recommendation form <u>upon completion</u> (must be signed faculty advisor)</li> </ul> <b>Ethics, Family Enterprise, Sales</b> <ul style="list-style-type: none"> <li>Must travel and compete</li> <li>70 hours of competition preparation</li> <li>Submit a reflection paper or video <u>upon completion</u></li> <li>Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u></li> <li>Submit signed recommendation form <u>upon completion</u> (must be signed faculty advisor)</li> </ul>		

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	Stetson Student Employment <i>(Not All Positions Will Qualify)</i>	<ul style="list-style-type: none"> <li>• <b>Pre-approval form</b> signed by supervisor and approved by ELR committee</li> <li>• 70 hours of work hours completed within the semester</li> <li>• Submit a reflection paper or video <u>upon completion</u></li> <li>• Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u></li> <li>• Submit signed recommendation form <u>upon completion</u></li> </ul>	ELR Office will submit ELR completion to Registrar	
	Significant Leadership Position (Ex: Active SGA Officer, Greek Officer, Philanthropic Event Planner, etc.)	<ul style="list-style-type: none"> <li>• <b>Pre-approval form</b> signed by faculty advisor and approved by ELR committee</li> <li>• 70 Hours of leadership experience in the semester</li> <li>• Submit a reflection paper or video <u>upon completion</u></li> <li>• Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u></li> <li>• Submit signed recommendation form <u>upon completion</u> (must be signed faculty advisor)</li> </ul>		
Life Experiences/ Non-Traditional Student	Own and/or Operate a Business	<ul style="list-style-type: none"> <li>• Submit updated CaPD approved résumé or LinkedIn <u>upon completion</u></li> <li>• Submit proof of state business registration (LLC documents, DBA documents, etc.)</li> <li>• Submit a reflection paper or video <u>upon completion</u></li> </ul>	ELR Office will submit ELR completion to Registrar	Satisfies both ELRs
	Previous or Current Full-Time Employment	<ul style="list-style-type: none"> <li>• At least two years of career-focused, full-time employment</li> <li>• Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u></li> </ul>		
	Full-Time Service In The Military	<ul style="list-style-type: none"> <li>• Submit DD- 214 showing release and discharge date and at least <b>four service years.</b></li> <li>• Submit updated CaPD approved résumé or LinkedIn link <u>upon completion</u></li> </ul>		

How to Submit Items:

- Email Crystal Glover at [cglover@stetson.edu](mailto:cglover@stetson.edu) to be added to the Blackboard ELR Organization (if you do not already have access)

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