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) BLAW 297 (.5 unit) BLAW 397 (1 unit) BSAN 397 (.5 or 1 unit) ECON 397(.5 or 1 unit) ENTP 397 (.5 or 1 unit) FENT 297 (.5 unit) FENT 397 (1 unit) FINA 397 (.5 or 1 unit) HRMT 397 (1 unit) INTL 397 (.5 or 1 unit) MGMT397(.5 or 1 unit) MKTG 397 (.5 unit) SOBA 297 (.5 unit) SOBA 397 (1 unit) SALS 297 (.5 unit) SALS 397 (1 unit) SPTB 297 (.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	• This experience must align with the academic major and be career-focused • Submit a pre-approval form before accepting the internship to ensure approval • Submit an Official Internship Offer Letter or Acceptance Email • Submit a Position Job Description (must meet the Stetson Internship Criteria) • Must complete at least 70 hours at the site over a minimum of a 6-week consecutive 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 complete the performance evaluation Webform • Submit updated Career Success-approved resume • Submit a 1-2 sentence impact statement	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	• Study abroad trip correlates with an academic course. • **If the student is NOT taking an academic course, then the steps below are required** • Submit a reflection video or paper upon completion • Submit an updated Career Success-approved resume • Submit proof of acceptance and completion of the Abroad trip (i.e., transcripts, acceptance letter, etc.) • Submit a 1-2 sentence impact statement	Automatic via Degree Audit if taking a Stetson academic course **If the student is NOT taking an academic course, the ELR Office will submit ELR completion to the Registrar.**	All Campus Leadership ELR experiences require SOBA 200 as a prerequisite
	International Student	• F-1 Visa Status • Students *must request* exemption through Canvas. Once applied, exemption cannot be reversed • Exemption will be applied to Degree Audit in the student's final semester	ELR Office will submit ELR completion to Registrar (upon request from student)	
	Community Engagement Certificate Recipients	• Submit Certificate upon completion • Submit updated Career Success-approved resume	ELR Office will submit ELR completion to the Registrar	

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Campus Leadership	ROTC	**Squad Leader or higher rank** • Submit a reflection paper or video upon completion • Submit updated Career Success-approved resume • Supervisor must complete the performance evaluation Webform • Submit a 1-2 sentence impact statement	ELR Office will submit ELR completion to the Registrar	All Campus Leadership ELR experiences require SOBA 200 as a prerequisite
	Residential Assistants (RAs) and Chapter House Assistants (CHA)	• Complete 2 successful semesters as a RA or CHA • Submit a reflection paper or video upon completion • Submit updated Career Success-approved resume • Supervisor must complete the performance evaluation Webform • Submit a 1-2 sentence impact statement		
	Volunteer Income Tax Assistance (VITA)	• Complete all training and 8 sessions (must be submitted by program coordinator) • Submit a reflection paper or video upon completion • Submit updated Career Success-approved resume • Supervisor must complete the performance evaluation Webform • Submit a 1-2 sentence impact statement		
	Stetson Student Employment *(Few Positions Will Qualify)*	• ***Pre-approval form*** signed by supervisor and approved by ELR committee • At least 140 hours completed within two semesters • Submit a reflection paper or video upon completion • Submit an updated Career Success-approved resume • Supervisor must complete the performance evaluation Webform • Submit a 1-2 sentence impact statement		
	Agency 83	• Must participate for two consecutive semesters in a junior position as a prerequisite • Only some senior positions are eligible • ***Pre-approval form*** signed by supervisor and approved by ELR committee • At least 140 hours completed within two semesters • Submit a reflection paper or video upon completion • Submit an updated Career Success-approved resume • Supervisor must complete the performance evaluation Webform • Submit a 1-2 sentence impact statement		
	Significant Leadership Position	• Academic and Community Engagement Organizations are eligible • Only chair/executive positions are eligible • ***Pre-approval form*** signed by the faculty advisor and approved by the ELR committee • At least 140 Hours of leadership experience within two semesters • Submit a reflection paper or video upon completion • Submit an updated Career Success-approved resume • Supervisor must complete the performance evaluation Webform • Submit a 1-2 sentence impact statement		

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Campus Leadership	Greek Life Leadership Position	• **ONLY** Chapter President, Treasurer, and Recruitment Chair positions are eligible • **ONLY** IFC and Panhellenic President and Recruitment Chair are eligible • ***Pre-approval form*** signed by the faculty advisor and approved by the ELR committee • At least 140 Hours of leadership experience within two semesters • Submit a reflection paper or video upon completion • Submit an updated Career Success-approved resume • Supervisor must complete the performance evaluation Webform • Submit a 1-2 sentence impact statement	ELR Office will submit ELR completion to the Registrar	All Campus Leadership ELR experiences require SOBA 200 as a prerequisite
	Case Competition	**Ethics, Human Resources, Sales, Sports Sales, Entrepreneurship, Intl Business** • Must travel and compete • At least 70 hours of competition preparation • Submit a reflection paper or video upon completion • Submit an updated Career Success-approved resume • Supervisor must complete the performance evaluation Webform • Submit a 1-2 sentence impact statement		

	Hatter Angel Network	• Complete ENTP 452
		• Get accepted as a continuing student
		• Complete all of the following in the second consecutive semester (70 hours minimum):
		  • Research companies and conduct analysis
		  • Attend Due Diligence meetings
		  • Participate in Investment Recommendation meetings
		  • Participate in pitch preparation and pitch meetings
		  • Participate in Term Sheet Agreement meetings
		  • Participate in the Florida Venture Forum or similar event
		• Submit a reflection paper or video upon completion
		• Submit updated Career Success-approved resume
		• Supervisor must complete the performance evaluation Webform
		• Submit a 1-2 sentence impact statement		

	Roland George Investment Program	• Complete FINA 421 *AND* FINA 422
		• Complete both courses and ONE of the four below with 70 hours of participation and preparation:
		  • Participate in the RGIP October NYC Trip
		  • Present at RGIP Showcase
		  • Compete in External Competition (CFA, Ethics, UF, or Quinnipiac
		  • Games)
		  • Serve as Trustee
		• Submit a reflection paper or video upon completion
		• Submit updated Career Success-approved resume
		• Supervisor must complete the performance evaluation Webform
		• Submit a 1-2 sentence impact statement		

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Campus Leadership	JJ Master Professionalism Certificate	• Attend a program information session • Apply and be accepted to the program • Attend all seminars and book club meetings • Complete all deliverables • Complete a 10-hour micro-internship	ELR Office will submit ELR completion to the Registrar	All Campus Leadership ELR experiences require SOBA 200 as a prerequisite