



EAST TENNESSEE STATE
UNIVERSITY

University Career Services
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D.P. Culp Student Center, 2nd level in the Carrier Center

Experiential Learning Opportunity (ELO) - Student's Guide

ELOs aren't like typical internships; they can be a two-day workshop with a local company, a one-hour informational interview with an expert in the profession, or a tour of a business' facilities. ETSU manages these placements to support you.

ELOs are not part of an academic course, so there is no required course fee to participate! You can even put the experience on your résumé under educational opportunities.

Eligibility

- Sophomore-level status (30 hrs. accrued credit) through Graduate level
- Minimum GPA of 2.0 - Undergraduate; Minimum GPA of 3.0 - Graduate level
- If you have graduated, are non-degree seeking, or have "special" student status, you will not qualify for an ELO
- International students must obtain permission to participate in an ELO from the ETSU office of International Students and Scholar Services

Finding an ELO

1. Log in to [Handshake](#) and click on Jobs at the top left corner of the screen.
2. Filter jobs so that only Experiential Learning positions appear.
3. When you find a position you'd like to apply for, click the red apply button where you will either apply in Handshake or be directed to a third-party application site.
4. Once you've submitted your application, wait for the employer to contact you.
5. When you have accepted an ELO, log in to Handshake to complete an Experience form. To do this, click on Career Center at the top right of the screen, select Experiences, then Request an Experience. This action will notify UCS you have obtained an ELO placement. You will need your supervisor's contact information when filling out this online form.
6. The Experience form goes to the Handshake administrator for approval.
7. You will then work with your supervisor to establish a schedule.

Additional Information

- You may find your own placement and bring it to UCS for approval. If approved, the same process listed above is followed.
- We encourage you to pick an ELO within your major, but it is not required.



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Division of Student Life and Enrollment

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