University Career Services offers several experiential learning programs for students at East Tennessee State University. The purpose of our experiential learning certificate program is to provide learning and training opportunities for students, outside the classroom and laboratory, as they work toward graduation and transition to the labor market. Experiential Learning Certificate Program experiences provide unique opportunities for partnerships between organizations and East Tennessee State University.

The following information guide provides you the initial steps for developing an experiential learning position, and subsequent procedures to fill your learning experience position. This information is an overview of detailed information found on the Employers page of our website: www.etsu.edu/careers.

Submitting Your Experiential Learning Position Request

- All Employers must provide the internship program with a job description that includes:
  1) A Company Logo, insignia or trademark; 2) a brief description of the company; 3) decide the academic major(s) you need at your company (a listing of ETSU majors is available on our website front page-undergraduate & graduate programs); a paragraph or two detailing the basic duties, minimum qualifications, and preferred skills of the student; 5) the academic levels of the students you seek (only sophomores and above can participate); 6) the hourly wages you expect to pay (or range of pay/stipend); and 7) employers must declare the number of hours (50-150)

<table>
<thead>
<tr>
<th>Total Work Hours</th>
<th>Time Frame of Experience</th>
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<td>Minimum of 50</td>
<td>Specific Dates or</td>
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<td>Maximum of 150</td>
<td>Number of Weeks or</td>
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<td>hours per placement</td>
<td>Semester (Spring,</td>
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<td>(if a paid</td>
<td>Summer, Fall)</td>
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<td>placement, maximum hours are negotiable)</td>
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**UNPAID PLACEMENTS CANNOT EXCEED 14 WEEKS**

Experiential Learning Placement Job Descriptions Should Be Sent as an Attachment to: creek@etsu.edu for review

See Next Page for Additional Important Information
Career Services Processing of your Request

- Once Career Services Office receives your job description, we will review it for academic/degree related content. If approved, the marketing process to students begins.

- The employer and job description is approved, the placement is advertised on our website under the specific major(s) requested, on our Handshake job platform, distributed directly to students and posted on designated boards throughout the campus.

Receiving Student Credentials and Interviewing Process

- Employers will receive student credentials through our Handshake platform

- Upon receipt of student credentials, employers may call the student directly to initialize their interview process.

- If the student is offered and accepts an offer of an experiential learning position for the requested time period, the employer and student will notify this office to begin the management process.

- The Employer agrees to fill out and return two placement documents, the Work Registration and Employer Evaluation as directed by the Career Services ELCP manager. (these may be emailed or received through the Handshake platform.

General Rules and Expectations in the Experiential Learning Position

- Students are required to work a **minimum of 50 hours** per placement but not to exceed **150 hours** per unpaid placement. Unpaid placements are not to exceed **14 weeks** unless preapproved. Paid placements are determined on a case by case basis.

- Employers will receive materials the first week of the placement to be processed and returned as instructed by this office.

- Students are evaluated for their work performance and professionalism. The field professional designated by the employer (preferably the direct supervisor) completes a professional evaluation on the Employer’s Evaluation Form (e-mailed or sent to employer via the Handshake platform) several weeks prior to the end of the placement period.

- The earlier the job description/notice of an available position is received, the faster the position and Employer can be approved and marketed.

- Students acknowledge that there is no representation made, directly or indirectly by anyone at ETSU or the employer offering the experiential learning position, that placement will lead to employment.

East Tennessee State University is fully in accord that educational and employment opportunities should be available to all eligible persons without regard to age, sex, color, religion, disability, or veteran status.

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