



EAST TENNESSEE STATE
UNIVERSITY

University Career Services

East Tennessee State University

PO Box 70718 Johnson City, TN 37614-1710

Phone: 423-439-5388 E-mail: careers@etsu.edu

Website: www.etsu.edu/careers

D.P. Culp Center, 2nd level in the Carrier Center

A Student's Quick Information Guide to Student Experiential Learning Certificate Program

This quick information guide provides you with general requirements needed to qualify for Experiential Learning Certificate Program (ELCP) positions and the basic steps involved in the application process.

The purpose of our ELCP 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. ELCP experiences provide unique opportunities for partnerships between organizations and East Tennessee State University.

Benefits:

For students participating in the ELCP, benefits include testing career interests, gaining valuable employment contacts, developing decision-making skills, receiving valuable on-the-job experience, and earning a salary if placements are compensated. Experiential learning experiences are rated among the top ten factors used by companies to select applicants for interviews. ETSU manages these placements to give support to the student and the experience is eligible for placement on your resume under educational opportunities.

The ELCP is not an academic course, so there is no course fee for this ETSU/UCS managed placement opportunity.

Eligibility:

- Sophomore (30 hours accrued credit) through graduate enrollment status
- GPA: 2.0 undergraduate and 3.0 graduate
- Students, who have graduated, are non-degree seeking or “special” student status cannot qualify for our ELCP program. These students should consider our work based learning program.
- International Students under the F and J visas must schedule an appointment with the International Student Advisor to discuss eligibility to accept an internship placement. Eligibility will be determined as per U.S. Department of Homeland Security policies.

** (Employers may raise minimum GPA requirements for specific positions.)

Process:

- Plan your experiential learning internship course/placement in advance. Many positions may be advertised as much as a year in advance for some companies/agencies. Students must allow the employer sufficient time to fulfill their application/interview process.
- Students wishing to apply for ELCP positions should go to <https://etsu.joinhandshake.com> and activate/sign into your Handshake account using your ETSU email and log-in password. Update your profile, upload resume and cover letter. Once you have access, search for internships. Select your preferred internship, select apply, and follow the organization's application process.
- Management documents will be managed through Handshake Platform Experiential Learning manager.
- Positions may be reviewed by contacting our website at <https://www.etsu.edu/students/careers/>. If the placement is student generated, we must receive a detailed job description and the same placement information the internship description forms contain directly from the proposed placement organization.
- Other work-based opportunities are listed under the *major related opportunities* link.

Experiential Learning Experience Completion Certificate will be issued upon verification that agreed upon hours have been completed and all placement documents have been returned.

ETSU students can work any time frame agreed upon between the student and the employer (not limited to semester time-frame) using the following criteria:

Total Work Hours

Minimum of 50 hours
Maximum of 150 hours
per placement (if a paid
placement, maximum hours
are negotiable)

**Time Frame of
Experience**

Specific Dates or
Number of Weeks or
Semester (Spring,
Summer, Fall)

UNPAID PLACEMENTS CANNOT EXCEED 14 WEEKS



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