Experiential Learning Certificate Program Guidelines

1. **Students will complete** with their placement supervisor the ELCP Work Registration form and return in the first 2 weeks of their placement. (This may be done through the Handshake platform)

2. **Students are required** to keep a weekly log (journal) of activities they perform in the workplace, their time worked each week and to correlate those activities with their academic course work. This log will be in notational format and must be sent to University Career Services (Susan Creek - creek@etsu.edu) at the end of the ELCP placement time period. Students will also write a final report of 2-3 pages summarizing the skills and knowledge they acquired during the internship placement and describing how the experience will be utilized in future work/life experiences.

3. **Student will also** fill out the Student Evaluation of Experiential Learning Placement form and return upon completion of the ELCP placement hours.

4. **The employer evaluation form**, which is submitted to University Career Services at the end of the ELCP placement, allows the placement supervisor the opportunity to submit an evaluation of the student’s professional skills. This form will be sent to the employer 2 weeks prior to the end of the placement and is to be returned to (Susan Creek - creek@etsu.edu) at the end of the ELCP placement time-period by the placement supervisor.