

**The Ralph W. Ketner School of
Business Experiential Learning**

Checklist

- ❖ Meet with Advisor
- ❖ Complete Experiential Learning Intent Form
- ❖ Obtain approval to register for Experiential Learning class from instructor

Register for class- 3 credit hours=120 hours of work or 6 credit hours=240 hours of work

- ❖ Secure internship
 - Make contacts in your home town
 - Secure through networking
 - Career Services may be of assistance
- ❖ Complete documents:
 - Ethics form and questions
 - Employer Form- to be completed by site supervisor
 - Keep record of hours, duties, responsibilities- include photos (for final presentation)
 - Employer Evaluation (to be completed by site supervisor at end of internship)
 - Student Evaluation (to be completed by student at end of internship)
- ❖ Experiential Learning Class:
 - Please be sure to obtain an override from The Experiential Learning Instructor and register for the Experiential Learning class
 - Attend class and participate in activities designed to prepare you for the workplace
 - **For summer internships, documents and approvals must be completed by the end of prior spring semester by the Experiential Learning Instructor**