

# STETSON UNIVERSITY

## Experiential Learning Requirement (ELR) Guidelines

ELR Option	Qualified Positions	Requirement	Tracking/ Approval/ Review	Notes																					
Internship	Academic Internships	<p>Prerequisite: SOBA 200 and other prerequisites based on the course <u>Course Options:</u></p> <table style="width: 100%; border: none;"> <tr> <td>ACCT 397 (.5 or 1 unit)</td> <td>FENT 297 (.5 unit)</td> <td>SOBA 297 (.5 unit)</td> </tr> <tr> <td>BLAW 297 (.5 unit)</td> <td>FENT 397 (1 unit)</td> <td>SOBA 397 (1 unit)</td> </tr> <tr> <td>BLAW 397 (1 unit)</td> <td>FINA 397 (.5 or 1 unit)</td> <td>SALS 297 (.5 unit)</td> </tr> <tr> <td>BSAN 397 (.5 or 1 unit)</td> <td>HRMT 397 (1 unit)</td> <td>SALS 397 (1 unit)</td> </tr> <tr> <td>ECON 397 (.5 or 1 unit)</td> <td>INTL 397 (.5 or 1 unit)</td> <td>SPTB 297 (.5 unit)</td> </tr> <tr> <td>ENTP 397 (.5 or 1 unit)</td> <td>MGMT397 (.5 or 1 unit)</td> <td>SPTB 397 (1 unit)</td> </tr> <tr> <td></td> <td>MKTG 397 (.5 unit)</td> <td></td> </tr> </table>	ACCT 397 (.5 or 1 unit)	FENT 297 (.5 unit)	SOBA 297 (.5 unit)	BLAW 297 (.5 unit)	FENT 397 (1 unit)	SOBA 397 (1 unit)	BLAW 397 (1 unit)	FINA 397 (.5 or 1 unit)	SALS 297 (.5 unit)	BSAN 397 (.5 or 1 unit)	HRMT 397 (1 unit)	SALS 397 (1 unit)	ECON 397 (.5 or 1 unit)	INTL 397 (.5 or 1 unit)	SPTB 297 (.5 unit)	ENTP 397 (.5 or 1 unit)	MGMT397 (.5 or 1 unit)	SPTB 397 (1 unit)		MKTG 397 (.5 unit)		Automatic via Degree Audit	<ul style="list-style-type: none"> <li>• Internship courses usually have prerequisites (check catalog for specific requirements)</li> <li>• Course must be taken <b>WHILE</b> student is interning</li> <li>• Internship courses taken in the summer have a fee of \$250 for half unit and \$500 for full unit</li> </ul>
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Non-Academic Internship	<ul style="list-style-type: none"> <li>• This experience must align with the academic major and be career-focused</li> <li>• Submit an Official Internship Offer Letter or Acceptance Email</li> <li>• Submit Position Job Description (must meet the Stetson Internship Criteria)</li> <li>• Must Complete at least 70 hours at the site over a minimum of 6-week consecutive time period</li> <li>• Submit proof of hours completed (timesheet or signed hours tracking form)</li> <li>• Submit a reflection video or paper upon completion of the internship</li> <li>• Employer must email a performance evaluation to <a href="mailto:Sobaelr@stetson.edu">Sobaelr@stetson.edu</a></li> <li>• Submit updated Career Success-approved resumé and optional LinkedIn link <u>upon completion.</u></li> </ul>	ELR Office will submit the completion to the Registrar	<ul style="list-style-type: none"> <li>• Positions that DO NOT meet Stetson Internship Criteria will not be granted ELR credit</li> </ul>																						
Global & Community Engagement	Stetson-Approved Study Abroad	<ul style="list-style-type: none"> <li>• If a Stetson academic course is being taken along with a study abroad trip, then that is the only requirement</li> <li>• <b>If the student is NOT taking an academic course, then the below steps are required</b> <ol style="list-style-type: none"> <li>1. Submit a reflection video or paper upon completion</li> <li>2. Submit updated Career Success -approved resumé and optional updated LinkedIn link upon completion</li> <li>3. Submit proof of acceptance and completion of the Abroad trip (i.e., transcripts, acceptance letter, etc.)</li> </ol> </li> </ul>	<p>Automatic via Degree Audit if taking a Stetson academic course</p> <p><b>If student is NOT taking academic course the ELR Office will submit ELR completion to the Registrar.</b></p>																						
	Alternative Breaks	<ul style="list-style-type: none"> <li>• Submit reflection video or paper upon completion</li> <li>• Submit updated Career Success -approved resumé and optional updated LinkedIn link upon completion</li> <li>• Submit trip confirmation and completion email from the Program Director</li> </ul>	ELR Office will submit ELR completion to the Registrar																						

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Updated 7/9/2024

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	Community Engagement Certificate Recipients	<ul style="list-style-type: none"> <li>Submit Certificate upon completion</li> <li>Submit updated Career Success -approved résumé and optional updated LinkedIn link upon completion</li> </ul>	ELR Office will submit ELR completion to the Registrar	
	International Student	<ul style="list-style-type: none"> <li>F-1 Visa Status</li> </ul>	ELR Office will submit ELR completion to Registrar (upon request from student)	
Campus Leadership	ROTC	<p><b>Squad Leader or higher rank</b></p> <ul style="list-style-type: none"> <li>Submit a reflection paper or video <u>upon completion</u></li> <li>Submit updated Career Success -approved résumé and optional LinkedIn link <u>upon completion</u></li> <li>Submit signed recommendation form <u>upon completion</u> (signed by faculty officer)</li> </ul>	ELR Office will submit ELR completion to the Registrar or ELR will automatically update on Degree Audit once the academic course is completed	<p><b>No retroactive credit</b> can be given for past experiences for student employment and significant leadership positions</p> <p>All Campus Leadership ELR experiences require SOBA 200 as a prerequisite</p>
	Residential Assistants (RAs)	<ul style="list-style-type: none"> <li>Complete 2 successful semesters as a RA</li> <li>Submit a reflection paper or video <u>upon completion</u></li> <li>Submit updated Career Success -approved résumé and optional LinkedIn link <u>upon completion</u></li> <li>Submit signed recommendation form <u>upon completion</u> (must be signed by Residential Life Coordinator or Associate Director of Residential Education)</li> </ul>		
	Volunteer Income Tax Assistance (VITA)	<ul style="list-style-type: none"> <li>Submit a reflection paper or video <u>upon completion</u></li> <li>Complete all trainings and 8 sessions (must be submitted by program coordinator)</li> <li>Submit updated Career Success -approved résumé and optional LinkedIn link <u>upon completion</u></li> </ul>		
	Stetson Student Employment <i>(Not All Positions Will Qualify)</i>	<ul style="list-style-type: none"> <li><b>Pre-approval form</b> signed by supervisor and approved by ELR committee</li> <li>At least 70 hours of work hours completed within the semester</li> <li>Submit a reflection paper or video <u>upon completion</u></li> <li>Submit updated Career Success -approved résumé and optional LinkedIn link <u>upon completion</u></li> <li>Submit the recommendation form signed by the faculty advisor upon completion.</li> </ul>		
	Significant Leadership Position (Ex: Active SGA Officer, Greek Officer, Philanthropic Event Planner, etc.)	<ul style="list-style-type: none"> <li><b>Pre-approval form</b> signed by the faculty advisor and approved by the ELR committee</li> <li>At least 70 Hours of leadership experience in the semester</li> <li>Submit a reflection paper or video <u>upon completion</u></li> <li>Submit updated Career Success -approved résumé and optional LinkedIn link <u>upon completion</u></li> <li>Submit the recommendation form signed by the faculty advisor upon completion.</li> </ul>		

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	Case Competition Members	<p><b>Roland George Investment Program</b></p> <p><u>Option One:</u></p> <ul style="list-style-type: none"> <li>• Complete FINA 421 OR FINA 422</li> <li>• Complete ONE of the FOUR activities below with 70 hours of prep/ participation                             <ol style="list-style-type: none"> <li>1. Compete in CFA Competition or Ethics Competition</li> <li>2. Attend QGame</li> <li>3. Present to the Public Trustee Board</li> <li>4. Serve as Portfolio Manager</li> </ol> </li> <li>• Submit updated Career Success -approved résumé and optional LinkedIn Link <u>upon completion</u></li> <li>• Submit the recommendation form signed by the faculty advisor upon completion.</li> </ul> <p><u>Option Two:</u></p> <ul style="list-style-type: none"> <li>• Complete FIN 421 AND FIN 422</li> <li>• Complete ONE of the THREE below with 70 hours of participation and preparation                             <ol style="list-style-type: none"> <li>1. Travel for the NYC site visits</li> <li>2. Present at TWO Friday Trustee Board Meetings</li> <li>3. Serve as Trustee</li> </ol> </li> <li>• Submit updated Career Success -approved résumé and optional LinkedIn link <u>upon completion</u></li> <li>• Submit the recommendation form signed by the faculty advisor upon completion.</li> </ul> <p><b>Entrepreneurship Competition (Prince Leaders)</b></p> <ul style="list-style-type: none"> <li>• Complete ENTP 315</li> <li>• At least 70 hours of competition preparation and participation</li> <li>• Submit a reflection paper or video <u>upon completion</u></li> <li>• Submit updated Career Success -approved résumé and optional LinkedIn link <u>upon completion</u></li> <li>• Submit the recommendation form signed by the faculty advisor upon completion.</li> </ul> <p><b>Ethics, Family Enterprise, Human Resources, Sales, Intl Business Case Competition</b></p> <ul style="list-style-type: none"> <li>• Must travel and compete</li> <li>• At least 70 hours of competition preparation</li> <li>• Submit a reflection paper or video <u>upon completion</u></li> <li>• Submit updated Career Success approved résumé and optional LinkedIn link <u>upon completion</u></li> <li>• Submit the recommendation form signed by the faculty advisor upon completion.</li> </ul> <p><b>Sports Sales Competition</b></p> <ul style="list-style-type: none"> <li>• At least 70 hours of competition preparation or planning</li> <li>• Compete in Competition or Play Active Role in the Planning of Competition</li> <li>• Submit a reflection paper or video upon completion</li> <li>• Submit updated Career Success -approved résumé and optional LinkedIn link upon completion</li> <li>• Submit the recommendation form signed by the faculty advisor upon completion.</li> </ul>	<p>ELR Office will submit ELR completion to the Registrar</p>	

How to Submit Items:

- Go to the Canvas Course- Experiential Learning Requirement. See the “Modules” for the type of ELR experience you want to pursue.
- Email the JJ Master Center at [SOBAELR@stetson.edu](mailto:SOBAELR@stetson.edu) to be added to the Canvas ELR Organization (if you do not already have access)

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