



CAREER DEVELOPMENT CENTER

EXPERIENTIAL LEARNING FINAL CHECKLIST

You aren't done until every box is checked!

- ❑ ***Before I began working***, I obtained the Experiential Learning Contract form completed & returned it to the Career Development Center with **4** signatures: my faculty mentor, my employment supervisor, mine & the Career Development Center Director's.
- ❑ I completed the journal entries required by my faculty mentor throughout the experience & submitted to him/her at the conclusion of my experience.
- ❑ I download the Experiential Learning Time Log excel sheet & logged my hours daily. I emailed/printed & submitted my log to **both** my faculty mentor & the Career Development Center at the conclusion of my experience.
- ❑ My work site supervisor completed the Employer Evaluation of Student form & submitted it to **both** my faculty mentor & the Career Development Center.
- ❑ My faculty mentor completed the Faculty Evaluation of Student form & submitted it to the Career Development Center.
- ❑ I completed the Student Evaluation of Experience form & submitted it to **both** my faculty mentor & the Career Development Center.