



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 Registrar's Office with **3** signatures: my faculty mentor, my employment supervisor, mine & the Registrar.
- ❑ 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 Registrar's Office 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 Registrar's Office.
- ❑ My faculty mentor completed the Faculty Evaluation of Student form & submitted it to the Registrar's Office.
- ❑ I completed the Student Evaluation of Experience form & submitted it to **both** my faculty mentor & the Registrar's Office.