



EXPERIENTIAL LEARNING FINAL CHECKLIST

You are not done until every box is checked!

- Before I begin working***, I obtained the [Experiential Learning/ Internship Learning Agreement](#) form completed & returned it to the Faculty Mentor and Career Development Office with **3** signatures: my faculty mentor, my employment supervisor, and mine.
- When the contract is approved by Career Development and before beginning to work, I submitted the completed [Experiential Learning/Internship Registration Form](#) with appropriate signatures to the Registrar's Office.
- I completed the journal entries required by my faculty mentor throughout the experience & submitted them 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 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 Career Development Office.
- My faculty mentor completed the [Faculty Evaluation of Student](#) form & submitted it to the Career Development Office.
- I completed the [Student Evaluation of Experience](#) form & submitted it to **both** my faculty mentor & the Career Development Office.