

# How to Use The Experiential Learning Module

**Alicia Pepe**

**Director of Internships**

Siena College

Siena Hall 214B

Phone: 518-783-2542

[apepe@siena.edu](mailto:apepe@siena.edu)



Dear Student Interns:

Siena College is using new software through Career Saint for students participating in credit-bearing internships in the School of Business and the School of Science. It is called the Experiential Learning Module and will aid in tracking the approval, evaluation and data collection process as it pertains to internships. Because of your enrollment in your internship class, you are receiving this document which will provide students step- by- step instructions in how to use the module.

There are two forms which need to be completed by the student at the beginning of the semester. The first is the **application form**. The application form is simply a request to participate in the internship program here at Siena College. It will be approved by your faculty internship coordinator.

The second form is a **placement form**. The placement form will allow you to provide information about your internship site. This form is to be completed once your application form has been approved and after you have secured an internship. If you have not secured an internship yet, please wait to complete. Completion of the placement form will trigger the necessary paperwork to the internship site. Please be sure all information is accurate, especially your supervisor's email address as this will be the email address used to send your midterm and final evaluation forms to.

This system does not take the place of registration. You must register for your internship class via normal registration process.

Once you begin your internship, you will have to **track your hours and log activities**. Be sure to keep up with recording hours. Once your final evaluation is completed by the internship site at the end of the semester, you will no longer be able to log hours.

Lastly, at the end of the semester we ask that you complete a **program evaluation** where you can rate your overall experience.

The following slides will guide you through successful completion of all forms. If you have any questions, please email [apepe@siena.edu](mailto:apepe@siena.edu).

Thank you!  
Alicia Pepe, Director of Internships, Siena College

---

# To Complete the Application Form

Log In → submit form → gain approval →

# Step One: Log In

- Log onto [Career Saint](#) and sign into your account. Under “Shortcuts” in the right hand column, click Experiential Learning. By clicking the Experiential Learning link, you will be directed to the form.

The screenshot shows a user dashboard for Alicia Pepe, who is graduating in May 2020. The profile completion status is 0%. The dashboard is divided into several sections:

- Getting Started:** A checklist with four items: Account Created (checked), Privacy Settings (checked), Personal Profile (unchecked), and Academic Profile (unchecked).
- Jobs For You:** A section with a "See All" link. It contains two job listings:
  - Youth Specialist/Child Care Worker/Family Care Worker:** (Multiple positions and Sites) Catholic Charities of the Diocese of Albany, Albany, New York. 1m ago • Full Time, Part Time.
  - K-12 Teachers and Coaches at Private/Independent Schools:** Southern Teachers Agency. Multiple Locations, Alabama, Arkansas, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana.
- Shortcuts:** A list of quick links including: Request a Counseling Appointment, Document Library, Search Jobs, Jobs I Qualify For, Campus Interviews I Qualify For, Pending Campus Interviews, Scheduled Campus Interviews, Capital Region Career Consortium Job Board, and **Exp. Learning** (circled in blue).

# Step Two: Complete the Application Form

- Complete the Experiential Learning Application form. (Be sure to mark the correct semester you will be interning). When done click “Submit Application”

Home / My Account / Experiential Learning / Demo Student

## My Account

Personal Academic Privacy **Experiential Learning** Password Activity Summary Notification Settings

[submit application](#) [save as draft](#) [back](#)

\* indicates a required field

Exp. Learning Application

Are you an International Student?

Yes  No

Are you a D1 NCAA student athlete?

How did you hear about our program? \*

Which Semester would you be available for Exp. Learning? \*

Fall  Spring  Summer

# Step Two: Complete the Application Form (cont'd)

GPA \*

Please include your current Siena College GPA. If you are a new transfer student, please type, "TRANSFER" instead.

Attachment(s) \*

Please upload your CAPP Report in PDF form.

For instructions to do so, [please check out this link](#).

add attachment

Relevant Coursework \*

Please include the names of all courses that are relevant to the internship type you are seeking.

Disclaimer

Disclaimer \*

Students are also required to adhere to the same business ethics procedures when they are applying for the internship. If it is documented that a student has not adhered to these principles, this may result in the dismissal from the internship and corresponding course. Please enter your initials here to indicate your compliance.

Disclaimer \*

I understand that my participation in the Experiential Learning Program indicates my acceptance of the written regulations of the program outlined in the Student Internship Guidebook. I hereby authorize the release of my records to employers. These records, which may include an application, GPA, employer application, and resumes, are to be used only for the purpose of evaluating my qualifications in the Experiential Learning Program. When I accept employment through the Experiential Learning Program, it is expected that primary emphasis will be placed on academic success commitment to the Experiential Learning position.

Siena College students engaged in internships are expected to model behaviors as noted in the college's Code of Conduct, set forth in Section III "Code of Conduct" within the [Student Handbook found in the following link](#). In addition, internship students are required to adhere to professional norms at all times. This means the student should return phone calls from any and all internship-related contacts, should keep all internship related appointments, and should always remember they are representing Siena students and Siena College.

Students are also required to adhere to the same business ethics procedures when they are applying for the internship. If it is documented that a student has not adhered to these principles, this may result in the dismissal from the internship and corresponding course. Please enter your initials here to indicate your compliance.



submit application

save as draft

back

# Step Three: Confirm Approval

- Within 24-48 business hours, check your EL account to ensure you have received approval of your application. You will only receive an email if your application has been rejected.

My Account

Personal Academic Privacy **Experiential Learning** Password Activity Summary Notification Settings

[Add New](#) Showing 1-1 of 1 results Experience

Application	View
✓ Approved	

---

Digital Marketing Intern Draft

Ed Lewi Associates

Fall 2018 - For Credit Internships

[Review](#) [Edit Draft](#)

---

# Step Four: Experiential Learning Placement Form

- After the application form has been approved and you have been offered an internship, please complete the Experiential Learning Placement Form.
- Please provide accurate information such as internship site supervisor's email address because this will be the email address used by the college to send the internship site a request to complete your midterm and final evaluations.



---

# To Complete the Experiential Learning Placement Form

**Log In → Add New → Form → Submit for Review**

# Step One: Log In

→ Log onto [Career Saint](#) and sign into your account. Under “Shortcuts” in the right hand column, click Experiential Learning.

The screenshot displays a user profile for Alicia Pepe, who is graduating in May 2020 and speaks English. Her profile completion is at 0%. Below the profile, there are recommended jobs, including 'Youth Specialist/Child Care Worker/Family Care Worker' and 'K-12 Teachers and Coaches at Private/Independent Schools'. On the right side, a 'Shortcuts' menu lists various options, with 'Exp. Learning' highlighted by a blue circle.

**Profile:** Alicia Pepe, graduating May 2020, English. Profile 0% Complete.

**Getting Started:**

- ✓ Account Created
- ✓ Privacy Settings
- Personal Profile
- Academic Profile

**Shortcuts:**

- Request a Counseling Appointment
- Document Library
- Search Jobs
- Jobs I Qualify For
- Campus Interviews I Qualify For
- Pending Campus Interviews
- Scheduled Campus Interviews
- Capital Region Career Consortium Job Board
- Exp. Learning**

# Step Two: Add New

→ Click “add new” to begin placement form






My Account

PERSONAL   ACADEMIC   PRIVACY   **EXPERIENTIAL LEARNING**   PASSWORD   ACTIVITY SUMMARY   NOTIFICATION SETTINGS

**ADD NEW**

---

Marketing Intern Approved  
Alicia Pepe Test Organization  
Summer 2017 - For-Credit Internships

 Review    Edit    Track Hours    Program Evaluation    Semester Report

Showing 1-1 of 1 results Experience

Application  
View  
✓ Approved

# Step Three: Complete the Placement Form

- Complete the Experiential Learning Placement Form. It will ask you to provide information about your internship site. If you do not know the specifics, please wait to submit when you have all necessary information.

My Account

PERSONAL   ACADEMIC   PRIVACY   **EXPERIENTIAL LEARNING**   PASSWORD   ACTIVITY SUMMARY   NOTIFICATION SETTINGS

[Instructions](#): Please review/input the basic Exp. Learning information and click [save] to save your results.

**SUBMIT**   **SAVE AS DRAFT**   DELETE   CANCEL   PRINT

\* indicates a required field

Exp. Learning Information

Employer

---

# Step Four: Submit for Review

- When done, click “submit”. This form will be reviewed by Director of Internships, then approved by your internship site/employer and the faculty internship coordinator. If any information changes over the course of the semester, please advise the Director of Internships so the placement form can be edited with the correct information.

ADD LEARNING OBJECTIVE

Attachment(s)

ADD ATTACHMENT

Student Agreement Signature \*

Please initial here to confirm the above information is accurate.

SUBMIT

SAVE AS DRAFT

DELETE

CANCEL

PRINT

---

# Examples of Learning Objectives for Experiential Learning Placement Form

## Learning Objective Examples for Business and Science

---

# Examples for Business

→ **Examples of Learning Objectives for Business would include:**

- ◆ Appreciate and understand professional etiquette in the workplace
- ◆ Appreciate the various career paths available
- ◆ Ability to use networking skills in social and professional environments
- ◆ Understand and appreciate the importance of ethics and ethical behavior in the workplace
- ◆ Use the experience gained in this field work to better understand the nature of a particular industry and the requirements of a professional position in that industry.
- ◆ Understand and appreciate the mission of nonprofit organizations
- ◆ Better understand Franciscan values as practiced in the community.

---

# Examples for Science/Computer Science

→ **Examples of Learning Objectives for Science/Computer Science would include:**

- ◆ Demonstrate the ability to extend current knowledge and/or skills to a computing environment or problem currently unknown to me.
- ◆ Demonstrate the ability to solve problems in the discipline.
- ◆ Demonstrate interpretive skills, including the ability to: a) analyze data statistically, b) interpret results of experiments, c) draw reasonable conclusions based on experimental results.
- ◆ Learn and demonstrate standards of professional behavior, including rules of ethics and etiquette.
- ◆ Develop and demonstrate the ability to work effectively in a group on a common problem.
- ◆ Demonstrate the ability to search the relevant literature of the discipline to find information that addresses a specific problem.
- ◆ Demonstrate the ability to produce a technical document.
- ◆ Demonstrate the ability to give an effective presentation using visual aids and/or software demonstrations.



---

# Logging Hours and Tracking Activities

Log In → Track Hours → Input Hours → Continue Logging

# Step One: Log In

→ Log into your student account in Career Saint. Access the Experiential Learning Module.

The screenshot displays a user interface for a student account. At the top left, there is a profile card for Alicia Pepe, who is graduating in May 2020 and speaks English. Her profile is 0% complete. Below the profile card is her email address, pepea2@sage.edu. To the right of the profile card is a 'Getting Started' checklist with four items: 'Account Created' (checked), 'Privacy Settings' (checked), 'Personal Profile' (unchecked), and 'Academic Profile' (unchecked). Below the profile card is a 'Jobs For You' section with a 'See All' link. It contains two job listings: 'Youth Specialist/Child Care Worker/Family Care Worker' and 'K-12 Teachers and Coaches at Private/Independent Schools'. The 'Shortcuts' section on the right includes links for 'Request a Counseling Appointment', 'Document Library', 'Search Jobs', 'Jobs I Qualify For', 'Campus Interviews I Qualify For', 'Pending Campus Interviews', 'Scheduled Campus Interviews', 'Capital Region Career Consortium Job Board', and 'Exp. Learning', which is circled in blue.

---

# Step Two: Track Hours

→ You will find your internship listed. Click “track hours.”

---

Marketing Intern

Approved

Alicia Pepe Test Organization

Summer 2017 - For-Credit Internships



Review



Edit



Track Hours



Program Evaluation



Semester Report



# Step Three: Input Hours

- By clicking “select” under “week start date”, a calendar will pop up. Provide the start date of the time period you are tracking. Provide end date (normally a week). Add your hours and tasks that you have been involved in during that time frame. Click “add hours” if you would like to add more hours.

### Track Hours ✕

with Alicia Pepe Test Organization for Summer 2017 - For-Credit Internships

Week Start Date	Week End Date	Hours	Tasks	
<input type="text" value="2018-01-24"/> <input type="button" value="SELECT"/> <input type="button" value="CLEAR"/>	<input type="text" value="2018-01-31"/> <input type="button" value="SELECT"/> <input type="button" value="CLEAR"/>	<input type="text" value="10"/>	<input type="text" value="I created marketing flyers for the new product launch"/>	<input type="button" value="DELETE"/>
<input type="text"/> <input type="button" value="SELECT"/> <input type="button" value="CLEAR"/>	<input type="text"/> <input type="button" value="SELECT"/> <input type="button" value="CLEAR"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="DELETE"/>

Total Number of Hours:

---

# Step Four: Continue Logging

→ Continue logging days, hours and tasks over the course of your internship.

All Student HOURS and ACTIVITIES must be logged prior to the internship site submitting the final evaluation form. Once submitted, students are no longer able to log hours and activities.

---

# To Complete the Program Evaluation

Log In → Program Evaluation → Complete the form

# Step One: Log In

The Program Evaluation will ask questions related to your overall experience at the site. This should be completed at the end of the semester. If completed during the semester, there is the ability to go back and edit with any updates.

→ Log into Career Saint's Experiential Learning Module

**AP** Alicia Pepe  
graduating May 2020  
English

Profile **0%** Complete

pepea2@sage.edu

### Getting Started

- ✓ Account Created
- ✓ Privacy Settings
- Personal Profile
- Academic Profile

### Jobs For You

Not sure where to start? Try these recommended jobs.

**CA** Youth Specialist/Child Care Worker/Family Care Worker: (Multiple positions and Sites)  
Catholic Charities of the Diocese of Albany  
Albany, New York  
1m ago • Full Time, Part Time

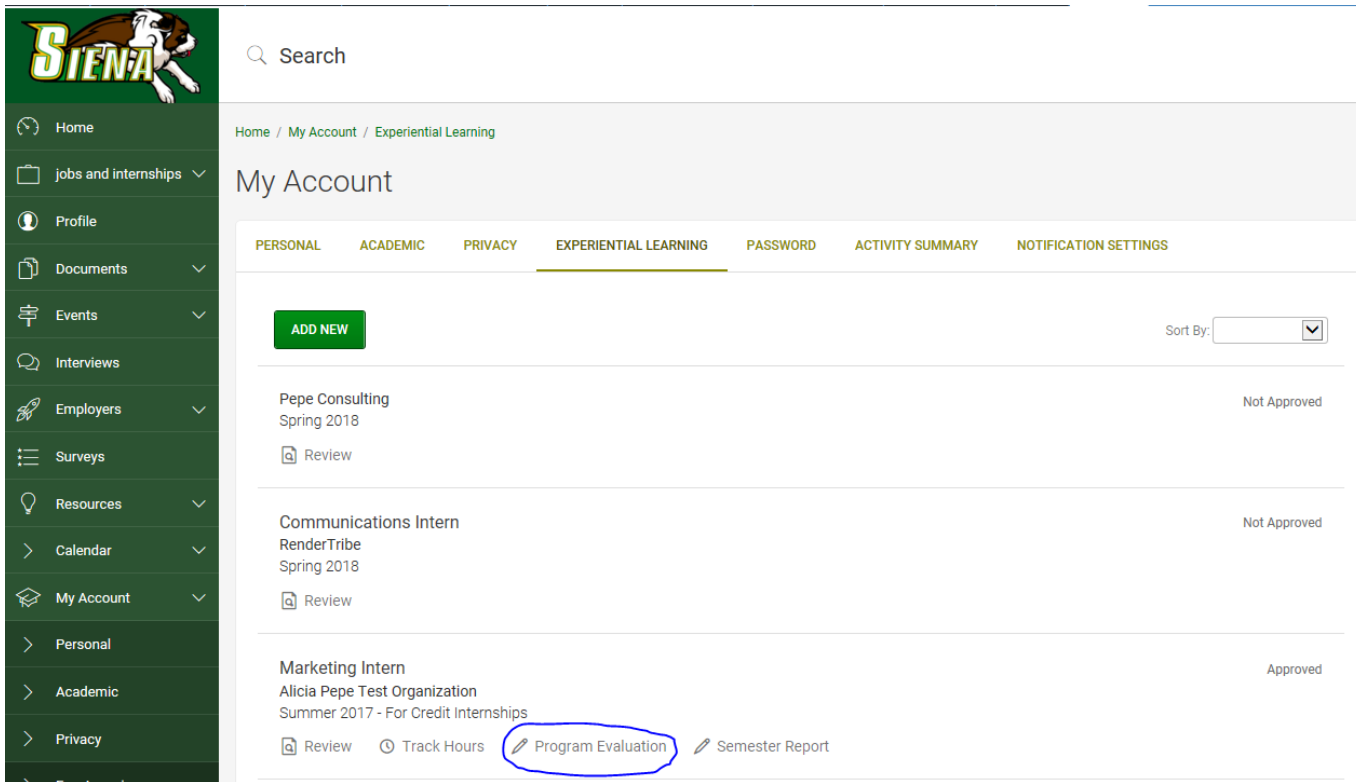
**SOUTHERN TEACHERS** K-12 Teachers and Coaches at Private/Independent Schools  
Southern Teachers Agency  
Multiple Locations, Alabama<br>Multiple Locations, Arkansas<br>Multiple Locations, Delaware<br>Multiple Locations, District of Columbia<br>Multiple Locations, Florida<br>Multiple Locations, Georgia<br>Multiple Locations, Kentucky<br>Multiple Locations, Louisiana<br>Multiple Locations,

### Shortcuts

- Request a Counseling Appointment
- Document Library
- Search Jobs
- Jobs I Qualify For
- Campus Interviews I Qualify For
- Pending Campus Interviews
- Scheduled Campus Interviews
- Capital Region Career Consortium Job Board
- Exp. Learning**

# Step Two: Program Evaluation

→ Find your internship listed and select “Program Evaluation”



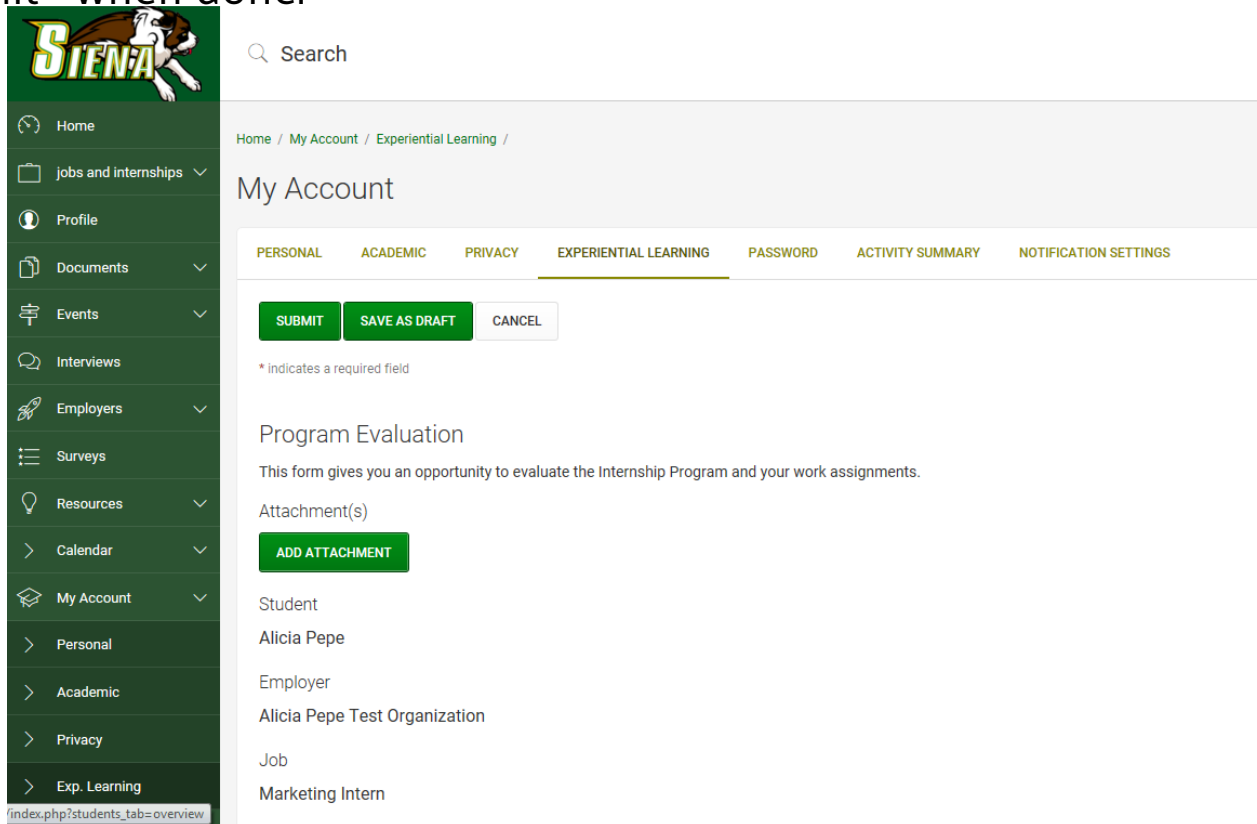
The screenshot shows the SIENA College My Account page. The left sidebar contains navigation options: Home, jobs and internships, Profile, Documents, Events, Interviews, Employers, Surveys, Resources, Calendar, My Account, Personal, Academic, Privacy, and Experiential Learning. The main content area is titled 'My Account' and has tabs for PERSONAL, ACADEMIC, PRIVACY, EXPERIENTIAL LEARNING (selected), PASSWORD, ACTIVITY SUMMARY, and NOTIFICATION SETTINGS. A table lists internships with their status and available actions. The 'Program Evaluation' link for the Marketing Intern is circled in blue.

Internship Name	Term	Status	Actions
Pepe Consulting	Spring 2018	Not Approved	Review
Communications Intern	RenderTribe Spring 2018	Not Approved	Review
Marketing Intern	Alicia Pepe Test Organization Summer 2017 - For Credit Internships	Approved	Review, Track Hours, Program Evaluation, Semester Report



# Step Three: Complete the Form

- The Program Evaluation form will appear. Please complete the form and hit “submit” when done.



The screenshot displays the SIENA College website's "My Account" interface. On the left is a dark green sidebar menu with icons and labels for: Home, jobs and internships, Profile, Documents, Events, Interviews, Employers, Surveys, Resources, Calendar, My Account, Personal, Academic, Privacy, and Exp. Learning. The main content area has a search bar at the top and a breadcrumb trail: Home / My Account / Experiential Learning / My Account. Below this is a horizontal navigation bar with tabs: PERSONAL, ACADEMIC, PRIVACY, EXPERIENTIAL LEARNING (highlighted), PASSWORD, ACTIVITY SUMMARY, and NOTIFICATION SETTINGS. A green button bar contains "SUBMIT", "SAVE AS DRAFT", and "CANCEL". A note states: "\* Indicates a required field". The "Program Evaluation" section includes the text: "This form gives you an opportunity to evaluate the Internship Program and your work assignments." Below this is an "Attachment(s)" section with an "ADD ATTACHMENT" button. The form fields are: Student (Alicia Pepe), Employer (Alicia Pepe Test Organization), Job (Marketing Intern), and a partially visible field at the bottom.

---

# To Complete the Semester Report

Log In → Semester Report → Complete the Form

**If you would like to upload a reflection paper or any other project, please continue to Semester Report instructions.**

**\*\*Please note BUDV482 students are not required to complete the Semester Report at this time.**

# Step One: Log In

The semester report allows you to upload any papers, reports and end of year presentations for your professor, provided they do not prefer this work to be submitted via Blackboard.

→ Log into Career Saint's Experiential Learning Module

The screenshot displays a user profile for Alicia Pepe, who is graduating in May 2020. Her profile completion is at 0%. The page includes a 'Getting Started' section with a checklist of account setup tasks, a 'Jobs For You' section with two job listings, and a 'Shortcuts' section with various navigation options. The 'Exp. Learning' shortcut is highlighted with a blue circle.

**Profile:** Alicia Pepe, graduating May 2020, English. Profile 0% Complete.

**Getting Started:**

- ✓ Account Created
- ✓ Privacy Settings
- Personal Profile
- Academic Profile

**Jobs For You:**

- CA** Youth Specialist/Child Care Worker/Family Care Worker: (Multiple positions and Sites) Catholic Charities of the Diocese of Albany, New York. 1m ago • Full Time, Part Time
- SOUTHERN TEACHERS** K-12 Teachers and Coaches at Private/Independent Schools Southern Teachers Agency. Multiple Locations, Alabama, Arkansas, Delaware, Columbia, Florida, Georgia, Kentucky, Louisiana, Multiple Locations.

**Shortcuts:**

- Request a Counseling Appointment
- Document Library
- Search Jobs
- Jobs I Qualify For
- Campus Interviews I Qualify For
- Pending Campus Interviews
- Scheduled Campus Interviews
- Capital Region Career Consortium Job Board
- Exp. Learning**

# Step Two: Semester Report

→ Find your internship listed and select “Semester Report”

The screenshot shows the SIENA college portal interface. On the left is a dark green sidebar with navigation options: Home, jobs and internships, Profile, Documents, Events, Interviews, Employers, Surveys, Resources, Calendar, My Account, and Personal. The main content area has a search bar and a navigation menu with tabs: PERSONAL, ACADEMIC, PRIVACY, EXPERIENTIAL LEARNING (selected), PASSWORD, ACTIVITY SUMMARY, and NOTIFICATION SETTINGS. Below the tabs is a table of internships. The table has columns for internship details and approval status. The 'Marketing Intern' entry is highlighted, and its 'Semester Report' button is circled in blue.

ADD NEW	Sort By: <input type="text"/>
Pepe Consulting Spring 2018 <a href="#">Review</a>	Not Approved
Communications Intern RenderTribe Spring 2018 <a href="#">Review</a>	Not Approved
Marketing Intern Alicia Pepe Test Organization Summer 2017 - For Credit Internships <a href="#">Review</a> <a href="#">Track Hours</a> <a href="#">Program Evaluation</a> <a href="#">Semester Report</a>	Approved

# Step Three: Complete the Form

- The semester report will appear. Please answer the questions, upload any papers or presentations by clicking “add attachment”. When done click “submit”

Home / My Account / Experiential Learning /

## My Account

Personal Academic Privacy **Experiential Learning** Password Activity Summary Notification Settings

**submit** **save as draft** cancel

\* indicates a required field

### End of Semester Project Report

This is the report that is filled out at the end of your internship experience. Please upload your final paper in the section provided below.

Upload Semester Report

Maximum File Size: 500 KB. If your professor or Faculty Internship Coordinator requires that you submit your final project via Blackboard, please disregard this upload.

**add attachment**

**submit** **save as draft** cancel

Career Services Management System [Privacy Policy](#) | [Terms of Use](#)



**Questions?**

**Contact Alicia Pepe, Director of Internships**

Siena Hall 214B

Phone: 518-783-2542

[apepe@siena.edu](mailto:apepe@siena.edu)