How to Use The Experiential Learning Module

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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.

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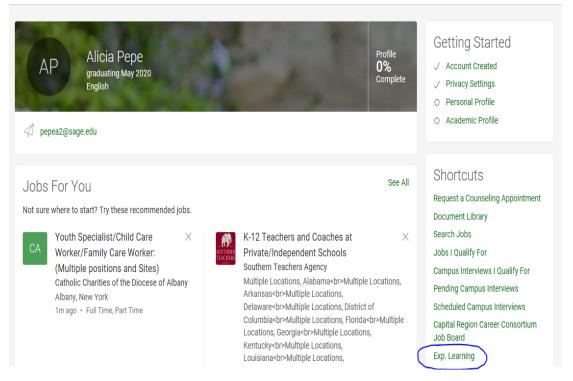 Alicia Pepe, Director of Internships, Siena College

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.

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"

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? *
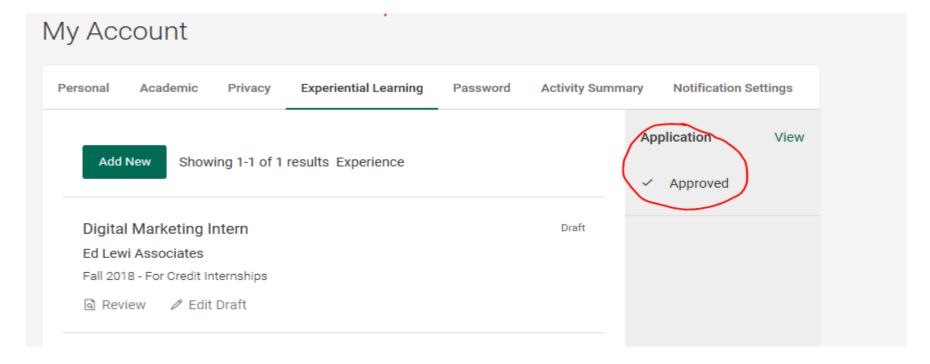
☐ Fall   ☐ Spring   ☐ Summer

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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 *

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.

Disclaimer

Disclaimer *

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Please enter your initials here to indicate your compliance.

submit application   **save as draft**   back

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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.

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.

Step Two: Add New

➔ Click "add new" to begin placement form

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.

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.

Examples of Learning Objectives for Experiential Learning Placement Form

Learning Objective Examples for Business and Science

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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.
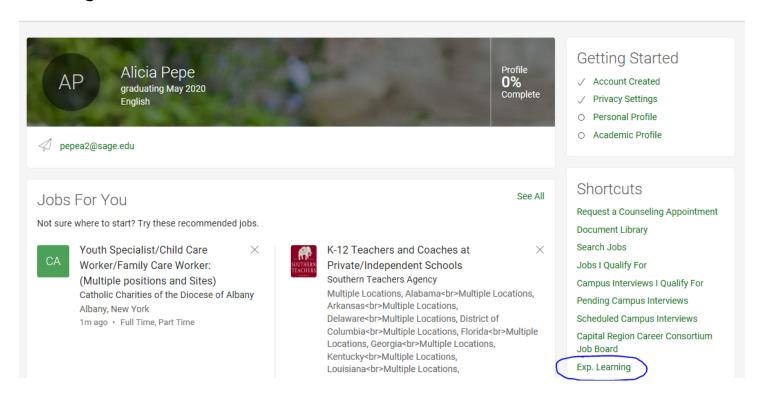
Logging Hours and Tracking Activities

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.

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.

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
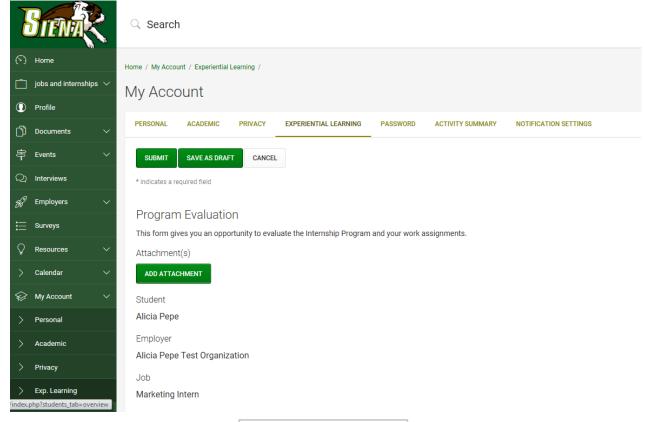
Step Two: Program Evaluation

➔ Find your internship listed and select "Program Evaluation"

Step Three: Complete the Form

➔ The Program Evaluation form will appear. Please complete the form and hit "submit" when done.

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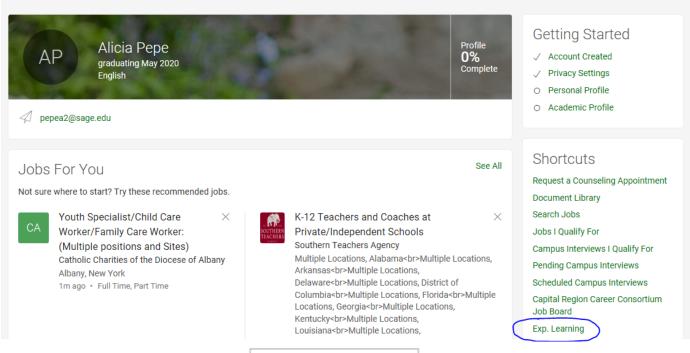**Please note BUDV482 students are not required to complete the Semester Report at this time.

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.
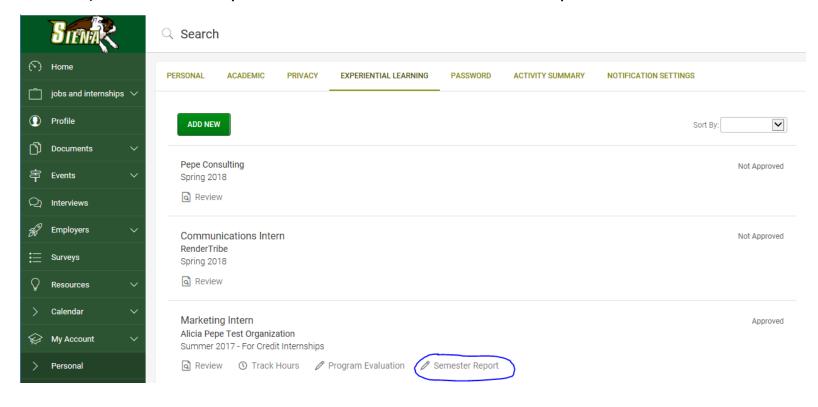
➔ Log into Career Saint's Experiential Learning Module

Step Two: Semester Report

➔ Find your internship listed and select "Semester Report"

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"

Questions?
Contact Alicia Pepe, Director of Internships

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