

Experiential Learning Records on Career Launch—Faculty Information

Career Launch is the official University database for Experiential Learning, Internships, and Co-ops. Career Services asks that you encourage students to report both credit and non-credit experiences on Career Launch as soon as they accept a position.



Student Self-Reporting

1. When students are instructed to report their internship on Career Launch they can access it with the icon on their myUSI Dashboard. Career Services can provide you with step-by-step self reporting instructions which can be uploaded to Blackboard for your students. Email career@usi.edu to request a copy. **Many faculty members are requiring this step as an assignment or to pass the internship course.**
2. After signing into Career Launch, students will click the link for Experiential Learning/ Internships and then click “Add New Experience.”
3. They can then complete the online Experiential Learning Form (EL Form). This form contains all of the information needed by the university regarding internships and will be part of their Experiential Learning Record.
4. The EL form is nearly identical to the paper version often called the “Student Profile Form” If you choose, the online version can replace the paper version. *Students should submit a new Experiential Learning form each semester or experience. Even if it is with the same employer listed on a previous form.
5. **Some departments choose to continue using paper forms. In that case, we ask that you add a step and instruct your students to also fill out the Experiential Learning Form in addition to your standard forms. This will insure your department internships and experiential learning are included in university reports. If you have students fill out the online form, after submitting it, they can right click and print the form for you if necessary.**
6. After the student submits their EL Form, Career Services will review the information to confirm it is complete. The internship will be matched to existing employer accounts. Employers not currently in the system will be added to the university employer partner database within Career Launch.



Faculty Access and Options

1. Faculty can access Career Launch through the Faculty icon on your myUSI dashboard. The direct web address to access Career Launch is usi-csm.symplicity.com/faculty
2. **Viewing Experiential Learning Records**– Faculty can log in to view the Experiential Learning Records submitted by your students. In order to do so, each semester, email a list of your student interns to Career Services, career@usi.edu. We can then designate you as the internship advisor in Career Launch for those specific students. Instructions for finding and viewing internships are on page two of this guide.
3. **Evaluations**—You also have the option to use electronic mid-term and final evaluations. Notify Career Services if you would like to use the online evaluations forms. We will send a link to your students and their supervisors at mid-term and the end of semester. You’ll be able to view completed employer and student evaluations in Career Launch. They will be part of the students Experiential Learning Record.
7. **Internship Hours**—Student can also track their internship hours on Career Launch. Space is also provided for weekly tasks to be logged and included in the Experiential Learning Record.
8. **Blackboard**—Career Services can provide you with a Blackboard Template that will make it easy to integrate the Career Launch Experiential Learning Record into your internship program.
9. **Goals and Reports**—If your students are required to set learning goals or turn in a final report, those should continue to be done on paper or through Blackboard, they are not currently integrated into Career Launch. They can however be uploaded and attached to the mid-term and final reports by students. If there are updates in the future to include these features you will be notified.

Viewing your students Experiential Learning Records

1. Login to Career Launch. Click **Experiential Learning Records** on the left side navigation bar. You'll see a list of any current students assigned to you in Career Launch. If your student records aren't visible, email Career Services at career@usi.edu.
2. Click **More Filters** along the top to filter students by major, work term, class level, etc. Click **Fewer Filters** to return to the standard view.
3. Use the **sort feature** on the right to change the order of internships on your screen. They can be sorted by employer, work term, job title, etc.
4. Click the students' name or work term to open up the Experiential Learning Record.
5. Across the top you can see tabs for Experiential Learning Form, Hours Tracking, Student and Employer Evaluations. Each tab will only be visible once they have been started or completed by the student.

The screenshot shows the 'Experiential Learning Records' page. At the top, there are navigation tabs: 'Experiential Learning Form', 'Track Hours', 'Student Mid-Term Evaluation', 'Final Self Evaluation' (which is active), and 'Employer Evaluation'. Below the tabs is a 'Back To List' button. The main content area is titled 'Co-op/Internship Assignment Report - Student Final Self-Evaluation'. It lists the following information: Student (redacted), Employer (Dialogue Direct), Internship Title (Face-to-Face Intern), Has your supervisor changed (Yes), and New Supervisor (redacted).

Reporting

1. By using drop down menus and very few text fields, data in the system is consistent and easily reportable.
2. If you would like a detailed report that contains all of the internship details for your students, major or department, request it by emailing Stephanie Fifer at career@usi.edu or calling 812-465-1624.
3. Reports can be generated one time or can be set to run on a regular schedule. One time reports will be sent as an Excel document by our staff. If your department requests a scheduled report, you will receive an email with the link to your report. Most reports can be generated within a few days time.
4. University wide internships reports will be compiled and distributed to University Administration and each college one or two times per year.

Importance and Benefits

1. Eliminates keeping track of student internships on paper. Faculty can quickly see what students have submitted and they are available anywhere you have computer access.
2. Any field within Career Launch can be reported on. Specific student data is imported from Banner on a weekly basis. This allow Career Launch reports to be sorted by demographic information as well as any fields related to majors, employers, student internships and career outcomes, etc.
3. The university and departments can begin to share more complete data about how our students are learning outside of the classroom. Data can be used for marketing and recruiting purposes.
4. The university needs complete and accurate information to generate reports and data on our student Internships and Experiential Learning. The Experiential Learning form in Career Launch contains all of the fields necessary to generate these reports. Career Launch is the preferred method for departments to store student Internship and Experiential Learning Records.
5. As soon as a student completes the Experiential Learning Form, the university has instant access to that information. In a situation such as the sudden COVID 19 shutdown, the university will know where our students are doing internships and can more quickly and effectively communicate with those students.
6. Career Services also has the ability to quickly add fields as necessary. The field for COVID-19 was added in March 2020 to track how internships were affected by the quarantine.

The screenshot shows the Career Launch interface. On the left is a navigation menu with items: Home, My Students, Jobs, Exp. Learning (highlighted), Events, Employers, Credentials, Resources, and My Account. The main content area shows a form with the following fields: Start Date (December 30, 2019), End Date (March 17, 2020), a COVID 19 section with a dropdown menu (selected: 'If your internship was affected by COVID 19 please choose the best option below. Internship ended early due to COVID 19'), Are you taking this internship for credit? (Yes), USI Course (GENS 399), Credits (3), Part-Time/Full-Time (Full-Time), and Hours Per Week.

Student Information

Student *

AA Test Student

Student Cell Phone Number *

2147483647

Experiential Learning Type *

Internship

Student Class Level at time of Internship *

At the time of the internship.

Second Semester Sophomore

Major

If you have a double major, choose the one that most closely relates to this internship or experiential learning.

Biochemistry

Student ID Number

Please enter your student ID number

0

Exp. Learning Information

Employer

Search for the employer. If you don't find them in Career Launch, use the New Employer box below.

Awesome Test Employer

Work Department

Pretend Chemistry Intern

Internship Title

Practice Internship

Start Date

May 1, 2020

End Date

May 31, 2020

COVID 19

If your internship was affected by COVID 19 please choose the best option below.

Internship ended early due to COVID 19

Are you taking this internship for credit?

Yes

USI Course

Choose the course number you have or will register for.

GENS 399

SAMPLE

EXPERIENTIAL

LEARNING FORM

Credits

3

Remote or In-person

Are you working remotely, on-site or a combination of both?

In person work

Part-Time/Full-Time

Is your internship part-time or full-time?

Part-Time

Hours Per Week

On average how many hours will you work each week?

20

Compensation Type

Hourly

Compensation

Enter the dollar amount in this format 10.00. Use a decimal and comma if applicable, but no dollar sign.

12.00

How did you obtain this internship?

Found on my own

INTERNSHIP SUPERVISOR

Supervisor Name

Pretend Supervisor

Supervisor Title

Manager

Supervisor Department

Sales Department

Supervisor Email

This information will be used to confirm that you have discussed and agreed on your learning objectives

test@test.com

Supervisor Phone

812-111-1111

Faculty Advisor

Faculty member overseeing the internship if applicable.

Stephanie Fifer

Completed Self Evaluation

Student MID-TERM EVAL

No

Completed Employer Evaluation

Employer FINAL EVAL

No

SAMPLE EXPERIENTIAL LEARNING FORM