

STUDENT CHECKLIST

Step 1 – Determine What To Do

Students who want to participate in experiential learning (EL) or community service can engage in several different ways:

- Internships / Practicums/ Student Teaching
- Service Learning
- Active Research
- Community Service / Projects
- Volunteerism

These options may be required for academic or course credit, and they can also be done outside of any course requirements. They can last all semester long or be a onetime event. Students can complete a noncredit internship even if they want the experience and it is not required for their degree program. These activities are all great resume builders.

Step 2 – Find Placement

Students searching for experiential learning and community service opportunities can look for [Opportunities](#) in the following ways:

- College Central Network
- Contact the EL office for assistance, or for upcoming Internship fairs & orientations
- University sponsored opportunities

Step 3 – Record Placement

Once students have found their placement, they must record their information in the appropriate Learning Agreement in the Experiential Learning Module on their College Central Network account. For more details, please reference the [Tracking](#) guide. Students must be aware that they will need to notify their direct supervisor that the supervisor will need to confirm the submitted Learning Agreement.

Step 4 – Review Experiential Learning & Community Engagement Tutorials & Policies

Students have resources and tips available to them through the [Experiential Learning & Community Engagement Tutorials and Policies](#).

Step 5 – Complete All Assessments and Surveys

Students must complete the assessments and surveys that are sent to them the end of the semester by the Experiential Learning office.

Step 6 – Share the Experience

Students can share their experience with the Experiential Learning office to be featured on the website, e-newsletters, and across campus. Email: Experiential.Learning@untdallas.edu.