

Experiential Learning

Handshake Experience Template

Instructions:

This is a template to facilitate a discussion with your supervisor or mentor and academic advisor regarding your desired experiential learning experience. Regardless of which type of experience you will be participating in (Internship, research project, work study project, etc.), you will be asked the below questions in Handshake. You do not need to turn this form in to anyone. You will answer the below questions in Handshake. You will be asked to upload an offer letter into Handshake if you are an international student. If you are a domestic student you can upload an offer letter or some other proof of experience. What you put in Handshake will be routed to your academic advisor for approvals, so please make sure you are in agreement before you start the Handshake process.

Background Information

Luther Student ID Number: XXXXXXXXX

Intended Graduation Month/Year: _____

Major(s): _____

Email address: _____

Is your experience outside the U.S? (If yes contact the Center for Global Learning): _____

Experience Information

What type of experience will this be: (link to definitions on webpage)

Domestic Students

- Internship
- Fieldwork
- Job Shadow
- Research Project
- Creative Project
- Community Engaged Project
- Work Study Project

International Students

- Off Campus Paid Experience
- On Campus Research Project
- On Campus Creative Project
- On Campus Work Study Project

Experience Title: (Job title or Project title) _____

Job or Project Description: (be as detailed as possible)

Rationale for your experience: (Why does it matter? To you? To a community? To a body of knowledge?)

Number of hours per week you expect to spend on this experience: _____

Total hours for the **academic term** you expect to spend on this experience: _____

How many academic credits are you requesting: (36 experience hours = 1 credit hour) _____

Identify your supervisor or mentor and indicate the level of involvement they will have in your experience: _____

- Will supervise daily/weekly work
- Helped me develop my project for this proposal
- Is available for help if I need it during the experience

Learning Objectives

Learning objectives are an essential part of any experiential learning opportunity. They help to guide the student, site, faculty, or staff toward measurable outcomes for the experience, as well as provide specific areas for reflection and improvement for the student. Please identify at least one learning objective in each of the areas listed below. As a reminder these learning objectives will be revised and updated as a part of the EXPL 300 Reflection Seminar class.

- Academic Learning and Application – learning objective related to the ideas, concepts, or theories of your major or minor field(s) of study and ideas or concepts related to the liberal arts.

LEARNING OBJECTIVE #1: *(example: As a result of this work study project, I will be able to apply cost accounting concepts to the analysis of college owned vehicles)*

- Skill Development – learning objectives related to skills specific to your academic/major or an occupation, and/or general skills such as oral and written communication, critical thinking, organization, problem solving, decision making, leadership, interpersonal relationships, technical, etc.

LEARNING OBJECTIVE #2: *(example: As a result of this research project, I will be able to develop improved critical thinking skills)*

- *Personal Development* – learning objectives related to self-confidence, self-awareness, self-management, sensitivity and appreciation for diversity and inclusion, clarification of work and personal values, career awareness and professional development, etc.

LEARNING OBJECTIVE #3: (example: As a result of this job shadow, I will be able to assess if my personal values align with a career in medicine)

Proof of Experience

International student will be asked to upload an offer letter and attach it to their Handshake submission. Domestic students can upload an offer letter or some other proof of experience (ex: an email from your supervisor confirming details of the experience)

Additional Information for International Students Participating in an Off Campus Paid Experience

- All of your experiences will be classified as Internships and must align with your academic major.
- Your Handshake information will be routed to Luther’s Designated School Official and they will notify you with any final CPT/I-20 approvals and signatures needed.

Additional questions in Handshake for International Students

Phone Number: xxx-xxxx

What will be your address during your experience: _____

How does this experience align with your academic major:

If you have any questions please contact the Career Center at Career@luther.edu