

University Career Services

East Tennessee State University

PO Box 70718

Johnson City, TN 37614-1710

Phone: 423-439-5388 Fax: 423-439-6489

Website: www.etsu.edu/careers

D.P. Culp Center, 2nd level (ARC Center)

***An Employer’s Information Guide to the***

***Experiential Learning Certificate Program***

University Career Services offers several experiential learning programs for students at East Tennessee State University. The purpose of our experiential learning certificate program is to provide learning and training opportunities for students, outside the classroom and laboratory, as they work toward graduation and transition to the labor market. Experiential Learning Certificate Program experiences provide unique opportunities for partnerships between organizations and East Tennessee State University.

***The following information guide provides you the initial steps for developing an experiential learning position, and subsequent procedures to fill your learning experience position. This information is an overview of detailed information found on the Employers page of our website: www.etsu.edu/careers.***

**Submitting Your Experiential Learning Position Request**

* All Employers must provide the internship program with a job description that includes:

1) A Company Logo, insignia or trademark; 2) a brief description of the company; 3) decide the academic major(s) you need at your company (a listing of ETSU majors is available on our website front page-undergraduate & graduate programs); a paragraph or two detailing the basic duties, minimum qualifications, and preferred skills of the student; 5) the academic levels of the students you seek (only sophomores and above can participate); 6) the hourly wages you expect to pay (or range of pay); and 7) employers must declare from the following brackets the hours students will work and the work time frame:

|  |  |
| --- | --- |
| Total Work Hours | Time Frame of Experience |
|  |  |
| Minimum of 50 | Specific Dates or |
| Maximum of 150 hours | Number of Weeks or |
| per placement (if a paid placement, maximum hours are negotiable) | Semester (Spring, Summer, Fall) |
| ***UNPAID PLACEMENTS CANNOT EXCEED 14 WEEKS*** | |

***Experiential Learning Placement Job Descriptions***

***Should Be Sent as an Attachment to:***

[***creek@etsu.edu***](mailto:creek@etsu.edu) ***for review***

***See Back Page for Additional Important Information***

**Career Services Processing of your Request**

* Once Career Services Office receives your job description, we will review it for academic/degree related content. If approved, the marketing process to students begins.
* The approved job description is advertised on our website under the specific major(s) requested, distributed directly to students and posted on designated boards throughout the campus.

**Receiving Student Credentials and Interviewing Process**

* Employers will receive student credentials as follows: 1) ETSU Internship Application and Agreement 2) Full University transcript 3) Resume
* Upon receipt of student credentials, employers may call the student directly to initialize a telephone interview; if the student and employer choose, the employer will then ask the student to visit their location for an in-person interview with staff.
* If the student accepts an offer of an experiential learning position for the requested time period, the employer and student will notify this office to begin the management process.
* The Employer agrees to fill out and return two placement documents, the Work Registration and Employer Evaluation as directed by the Career Services ELCP manager.

**General Rules and Expectations in the Experiential Learning Position**

* Students are required to work a **minimum of 50 hours** per placement but not to exceed **150 hours** per unpaid placement. Unpaid placements are not to exceed **14 weeks** unless preapproved. Paid placements are determined on a case by case basis.
* Students will present the employers with materials the first week of the placement to be processed and returned as instructed by this office. We are in the process of transitioning to an online process regarding all grading documents.
* Students are evaluated for their work performance and professionalism. The field professional designated by the employer (preferably the direct supervisor) completes a professional evaluation on the Employer’s Evaluation Form (e-mailed to employer several weeks prior to the end of the placement period).
* The earlier the job description/notice of an available position is received, the faster the placement can be marketed.
* Students acknowledge that there is no representation made, directly or indirectly by anyone at ETSU or the employer offering the experiential learning position, that placement will lead to employment.

East Tennessee State University is fully in accord that educational and employment opportunities should be available to all eligible persons without regard to age, sex, color, religion, disability, or veteran status.