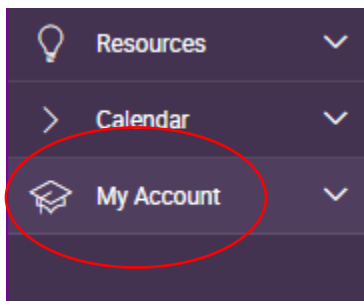
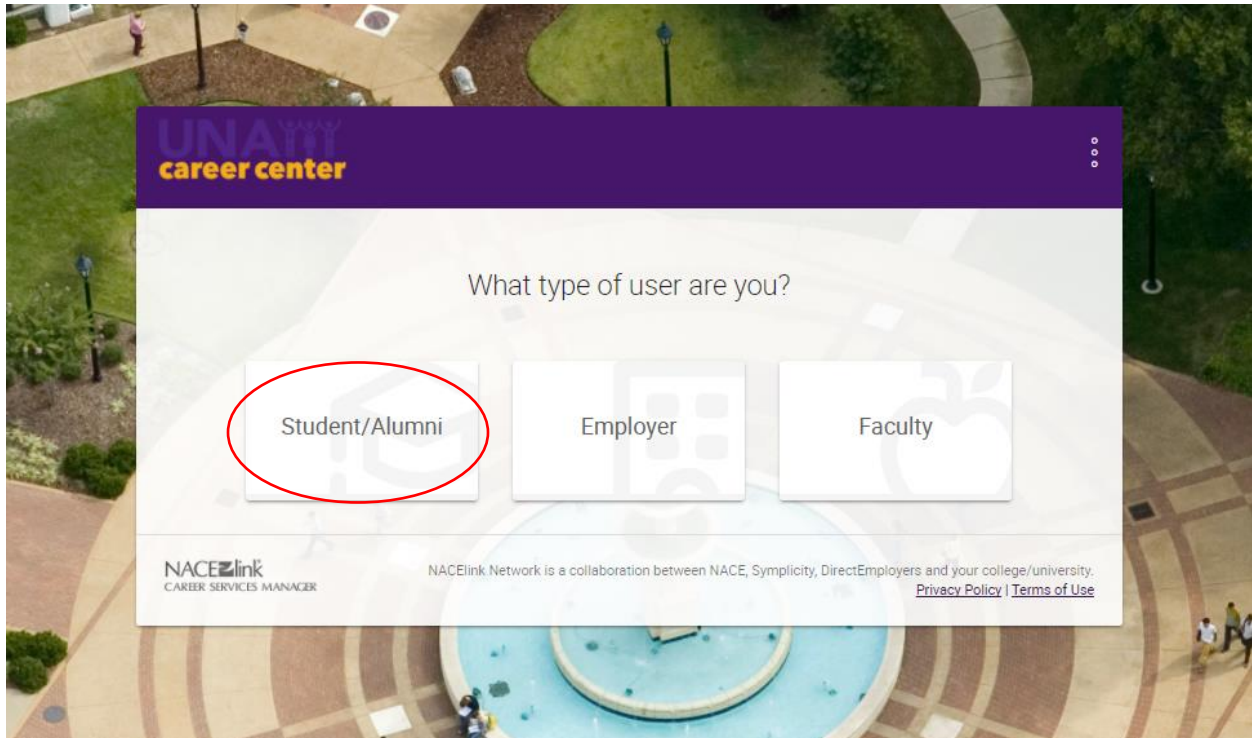
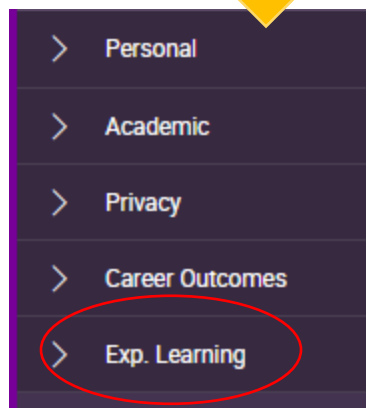


How to Enter Exp. Learning/Internship Placement Data in the Exp. Learning Module within LionJobs

Step 1: Log into or register with LionJobs by visiting <https://una-csm.symplcity.com/>



Step 2: Once you are logged in click on the My Account tab on the left-handed purple task bar. When you click on My Account a drop down menu will appear like below.



Once the menu appears click on Exp. Learning to access the EL Module

Step 3: Once you have accessed the EL Module you should see the below options on your screen. To begin adding your EL Placement Data click ADD NEW EXPERIENCE.

The screenshot shows the 'My Account' page with a navigation bar containing 'PERSONAL', 'ACADEMIC', 'PRIVACY', 'EXPERIENTIAL LEARNING', and 'CAREER OUTCOMES'. The 'EXPERIENTIAL LEARNING' tab is underlined. Below the navigation bar, a button labeled 'ADD NEW EXPERIENCE' is circled in red.

Step 4: The below form should appear. You will need to complete the form in its entirety. (NOTE: It is possible that you will not be able to complete all information based on your EL, contact the Career Center with questions!) !

The screenshot shows the 'Exp. Learning Information' form with the following fields and annotations:

- Type ***: A dropdown menu. A yellow arrow points to it with the text: *For Type: Select from the dropdown the type of EL you are doing.*
- Work Term ***: A dropdown menu. A yellow arrow points to it with the text: *For Work Term: Select the semester you will receive academic credit for the Experiential Learning.*
- Employer**: A text input field. A red oval circles this field and the 'New Employer' field below it.
- New Employer**: A text input field with the instruction: *use this field if the employer does not exist in the system*.
- Job**: A dropdown menu.
- New Job Title**: A text input field with the instruction: *(if you did not accept a job within LionJobs)*. A red oval circles this field.

A text box on the right contains the following instructions: **To enter your employer information always type in the data in the New Employer and New Job Title fields. This allows you to customize your roles. *Leave the Employer and Job fields blank.***

Step 5: To complete the below field click select and a calendar will populate.

Information Sheet and Learning Objectives

Start Date *

**Enter the first day of classes for the semester.*

End Date *

**Enter the date for Study Day of the academic semester.*

Enroll Date *

**Enter the first day of classes for the semester again.*

Step 6: Continue to complete the fields listed below to the best of your knowledge. Note: The red asterisk is a required field and you will not be able to continue until you complete every field.

Work Email *

Work Phone and Extension *

Work Department *

Compensation Type *

Compensation *

Hours Per Week *

Step 7: The below fields are very important to the completion of your EL Placement and Evaluation data. Please complete all fields to the best of your knowledge. You can locate this information on your Internship Application you submitted to your academic department or Career Center. If you need a copy, stop by GUC 202 or call 256.765.4276.

Supervisor Name *

Supervisor Department *

Supervisor Title *

Supervisor Phone *

Supervisor Email *

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

Enter your employer supervisor's email above. Please be sure the email you enter is correct. If you enter it incorrectly then your end of term evaluation may not be received or completed!

Step 8: Complete the remaining fields listed below. Please use your Internship Application for reference when completing your Job Description. Type N/A if you are not currently experiencing problems.

Did you obtain this position through the Exp. Learning office or did you find it on your own? *

Experiential Learning Office Found it on my own

Please write a brief job description including any special projects on which you are working. *

Are you having any problems (i.e. supervisor, transportation, housing, hours, salary, fellow workers, classes)? *

Step 9: Enter your work schedule in the box provided below. Be as detailed as possible. This information will assist the Career Center Staff in scheduling site visits or contacting your employer supervisor during the academic semester.

Please give us your work schedule with the days and hours you expect to be working each week so we can schedule work-site visits or reach you by phone during work hours. If your schedule will vary, please indicate which days and hours are potential work hours and what day you usually get your next work schedule. *

Step 10: Take a moment to reflect on why you are doing this internship experience. Check the below items that pertain to you.

Research conducted by the Department of Labor has identified certain competencies that characterize successful employees. Below is a list of these that have been identified by the research. *

Please check ALL those that you would like to work on this term

- Resource management (time, materials, space) (resources)
- Organizational/planning skills
- Understanding/adhering to organizational systems
- Acquiring and integrating information
- Critical thinking/problem solving skills
- Computer/technical skills
- Realistic expectations
- Career direction/goals
- Independence/initiative
- Oral communication skills
- Written communication skills
- Oral presentation skills
- Interpersonal skills
- Teamwork
- Integrity
- Flexibility
- Listening skills
- Accuracy

Step 11: Type in your name or initials for your signature.

Student Agreement Signature *

Step 12: Take a moment and think about what you want to learn from this internship experience. You are required to enter a minimum of one objective and no more than three. This feedback helps your supervisor and faculty review your total internship experience at the end of the term.

Learning Objectives *

Please enter no more than 3 Learning Objectives

Learning Objective Information

Learning Objective *

What I want to learn or do

Tasks/Strategies *

How I am going to learn it and what resources I will use.

Evaluation *

How I will show I learned it

Step 13: Complete the Related Academic Information fields listed below:

Related Academic Information

Subject

Type in your course name; i.e. MG, AC, FI, etc.

Catalog Number

Type in the 3-digit course number here; i.e. 480

Section

Type in your section number here; i.e. -01, -02

Class Number

Type in the course CRN here. This info can be found on your internship application.

Credits

Select 3 from the drop down menu. ▼

Grade

It is ok to leave this field blank. ▼

Step 14: Once all fields have been completed you must click [SUBMIT](#). If you would like to save your data and come back to work on it later, click [SAVE AS DRAFT](#). Once you click submit, it will go to the Career Center for approval. Please note you will not be able to track your hours until your placement data is approved.

SUBMIT

SAVE AS DRAFT

DELETE

CANCEL

PRINT

CONGRATS, you are all done!
Please review the [How to Track Hours Handout](#) for further directions.