IMS Database for Experiential Learning Hours

A step-by-step guide to document Experiential Learning (EL) hours
Step 1: Accessing the Database

• The IMS Database is only for IMS students
• Access the Database at: https://www.med.fsu.edu/IMS
• Log onto the Database using your FSU username and password
• Arrive at your dashboard.
Your Profile

• Each semester, update your profile, just once or as needed, before submitting EL requests.
• Provide the most relevant information for the current academic year or semester
• Your current Map Term and Total Academic Credits Completed can be found in Student Central.
• Once your profile is saved, you can request a new EL activity for approval.
Your Dashboard

• On your dashboard, you can view all of your EL requests and the status of each. Until the supervisor verifies your hours they are not considered completed.

• When you have arranged for an EL activity, submit an EL request by clicking the link on the dashboard “Request new EL activity” – All EL requests are to be submitted in advance or at the very beginning of the activity, for approval.
Step 2: Submit an EL Request

- Click “Request New Experiential Learning Activity” (shown on previous slide).
- Complete the request form →
- Provide the name of the place you will be completing hours.
- The dates of your activity must fall within the semester indicated.
- Provide the number of hours you expect to complete.
- Provide full, thoughtful, detailed responses to the prompts.
- Finally, submit for approval.
Step 3: Approval Process

• When you submit an EL request, the Community Coordinator reviews your request.

• Your submission will be
  1) approved, OR
  2) returned with instructions to change something and resubmit, OR
  3) declined (if the experience does not count toward EL hours).

• You will receive an email from imsadvising@med.fsu.edu to inform you of the status of your EL request. Watch for these emails regularly!

• Read the comments left by the Community Coordinator about your EL request.
• If your request is returned to you, make the necessary corrections and then resubmit request.

ONCE APPROVED, ENJOY YOUR EXPERIENCE!
Strive to learn as much as possible & keep a reflection journal to make the most meaning of your experience. This really matters!
Step 4: Documentation Phase

- On the last day of your activity, the status of your EL request will change to “documentation phase”.
- At this time, complete the Experience Verification form, providing details about where you went, who your supervisor is, and what you learned.
- Once submitted, your supervisor will receive an email from imsadvising@med.fsu.edu with instructions to verify your hours.
- Communicate with your supervisor, informing them of the email they will be receiving.
- Make sure the supervisor receives the email and verifies your hours promptly.
- Once your supervisor verifies your hours, they will be considered COMPLETED – not until then.
Questions? Need further assistance?

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Schedule an EL Advising Appointment

https://imsadvising.setmore.com