# AMERICAN UNIVERSITY SCHOOL OF PROFESSIONAL & EXTENDED STUDIES EXPERIENTIAL LEARNING FORMS (ELFS) AND EVALUATIONS GUIDELINES FOR FACULTY TEACHING INTERNSHIP CLASSES HTTPS://SPEXS-CSM.SYMPLICITY.COM/FACULTY

### FREQUENTLY ASKED QUESTIONS

# What are American University requirements for academic internships?

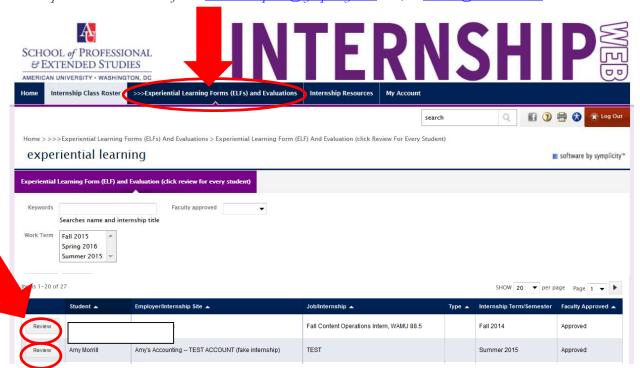
University guidelines for credit-bearing internships are described in the academic regulations here: <a href="http://www.american.edu/provost/regulations.cfm">http://www.american.edu/provost/regulations.cfm</a>

# What is the SPExS process to document internships?

- 1) Students.
  - Students must write descriptions of their educational internships in Experiential Learning Forms (ELFs).
- 2) Internship supervisors.
  - Supervisors receive email requests to review ELFs. If the supervisor approves, the form is emailed to the internship professor.
- 3) Internship professors.
  - Login: https://spexs-csm.symplicity.com/faculty
  - Professors receive emails with requests to review ELFs.
    - a. If ELFs are missing, student(s) and/or supervisor(s) have not submitted the form(s).
    - b. To see a complete list of ELFs, as well as end of semester evaluations, faculty must login to the Internship Web.

# Where do reminders come from?

Prompts about ELFs come from: americanuspexs@symplicity.com and/or morrill@american.edu



Questions? Contact Amy Morrill Bijeau | Associate Director of Internships and Career Advising | phone 202-895-4967 mobile 202-904-5397 fax 202-895-4960 | morrill@american.edu | Internship Web <a href="https://spexs-csm.symplicity.com">https://spexs-csm.symplicity.com</a> document edited August 17, 2015

# What are the details about internships?

- **Requirements:** Students with no ELF one month after the semester begins must complete the *Internship Alternative*.
  - See "Internship Resources" on the Internship Web navigation bar for detailed *Internship Alternative* guidelines.
- **Approval:** Professors must approve each internship form (scroll to the end of the ELF).
  - Professors may choose to reject an ELF for any reason.
  - Denied ELFs will be returned to students for edits and resubmission.
- **Communication:** While SPExS staff audit internship forms and evaluations for completion, professors may also choose to remind students and internship sites about form deadlines.
  - Professors may enforce penalties for late forms.
- **Review:** Click **review** by each student's name to see this:
  - o Experiential Learning Form (ELF)—due the first two weeks of the semester
  - o Timesheet and Tasks Form—optional to complete after ELF approval
  - O Student Self-Evaluation—due the final two-weeks of the semester
  - o Program Evaluation—due the final two-weeks of the semester
  - O Supervisor Evaluation—due the final two-weeks of the semester

# How do I document internship time and tasks?

### USE THE NEW: OPTIONAL TIMESHEET AND TASKS FORM

Hours (Optional to be	Week Start Date*	Week End Date*	Hours*	Tasks*
completed over the course of the semester):	J ne 1, 2015	June 5, 2015	28.00	Researched Affordable Care Act legislation. Attended budget hearing. Audited receipts.
	June 8, 2015	June 12, 2015	18.00	Attended staff meetings. Updated policy and protocol notes. Synced balance sheets. Reconciled details of three accounts.
	June 15, 2015	June 19, 2015	18.00	Participated in annual review. Compiled notes for auditor. Researched auditing practices and archive notes.
	June 22, 2015	June 26, 2015	16.00	Met one-on-one with staffers from each department. Learned office protocols.

### What are SPExS internship resources for students?

- Student Internship Web: <a href="https://spexs-csm.symplicity.com/STUDENTS">https://spexs-csm.symplicity.com/STUDENTS</a>
  - O Students gain access as soon as they pay deposits.
- Internship Advising: <a href="http://www.american.edu/spexs/interns/advising.cfm">http://www.american.edu/spexs/interns/advising.cfm</a>
- Internship Guide & More: Resources available to students immediately after they submit deposits.

NOTE: After ELFs are approved, international students on J Exchange visitor visas must receive "Work Authorization" from AU International Student and Scholar Services (ISSS). Approval requires 4-5 business days to process, on average. Students receive final notification about "Work Authorization" approval from <a href="mailto:isssemployment@american.edu">isssemployment@american.edu</a> Students need to consult AU advisors for more details.