

# GET SET FOR A SUCCESSFUL EXPERIENTIAL LEARNING WORK PLACEMENT



Because experiential learning is an intentional, structured learning process, setting up a successful placement requires some advance planning. Use the following chart to find out how ready your organization is to take on an experiential learning student and what you should do to get fully prepared.

## Description

Items that need to be completed.  
*Check out the helpful hints.*

## Score

Indicate a percentage (100% = completely ready)

## What should you do to get more prepared?

List the specific action steps you should take before starting the recruitment process.

- 1. The job role has been designed specifically for an experiential learning student; duties will align with the student's learning goals.**

*Hint: Your university partner would be happy to help you design the job role and create a job posting.*

Score

%

Action steps:

- 2. The job role is linked to specific outcomes.**

*Hint: Measurable outcomes (or outputs) clarify expectations for you and the student.*

Score

%

Action steps:

- 3. The job role will allow the student to participate in realistic work they'll find challenging.**

*Hint: Every job includes some "grunt work," but the student will also expect assignments similar to what they'd do as a new permanent hire.*

Score

%

Action steps:

**4. The work flow will allow for hands-on supervision during the first six weeks of the placement.**

*Hint: Some students get up to speed very quickly, but it's wise to plan for a complete onboarding process.*

Score

%

Action steps:

**5. The work flow will accommodate the need for frequent feedback and opportunities for reflection.**

*Hint: Feedback and reflection form essential elements of the experiential learning process.*

Score

%

Action steps:

**6. Our organizational culture encourages mentoring and coaching.**

*Hint: A "sink or swim" approach to onboarding won't work well with a student. But a little mentoring will go a long way!*

Score

%

Action steps:

**7. I'm comfortable completing any documentation required by the university partner.**

*Hint: The Office of Experiential Learning/Education can walk you through their specific requirements.*

Score

%

Action steps:

