

## How to Report Student Internships on Career Launch

### What is Experiential Learning?

According to the National Association of Colleges and Employers, Experiential learning is a crucial component of a college education. Experiential learning encompasses a wide variety of enriching opportunities for students, including service-learning, volunteering, student organization leadership and campus involvement, faculty-led research and projects, experiential study-abroad, student employment/work-study, cooperative education, and internships. The information below relates directly to internships, co-ops and other work related experiences.

### Why Report Internships or Experiential Learning on Career Launch?

Career Launch is the official University database for Experiential Learning, Internships, and Co-ops and other work based experiences. USI Career Services asks that you report both credit and non-credit experiences on Career Launch as soon as you accept a position. This serves as your official university record of your internship. If employers ask us to confirm you did an internship this is how we will verify it. Documenting all of your experiences in Career Launch helps you keep track of important details you'll need later when applying to full-time jobs.

### How to Report Internships or Experiential Learning on Career Launch

1. As soon as you accept an internship, co-op or other Experiential Learning you should report it on Career Launch.
2. Look for the Career Launch icon on your **myUSI dashboard**. Click it to log in with your USI username and password. If it is your first time logging in, you will need to answer a few career related questions first.
3. Click **Internships & Experiential Learning Records** on the left hand navigation bar. Then click **Add New Experience**.
4. Complete all of the fields on the Experiential Learning Form. **Search for your internship employer** using the search box. If you don't find them in the system, enter the company name in the New Employer field. After you have completed the form, click Submit.  
\*If you or your faculty need a paper copy, you can right click to print the information after submitting.
5. A new Experiential Learning form should be submitted for each semester (work term), even if you are working with the same employer in the same position.
6. After you submit the form, it will be reviewed and approved by the USI Career Services and Internships staff. If we need to verify any information with you, the form may be rejected and we will email you for clarification.
8. You will be able to view all of your Experiential Learning entries under the "Internships and Experiential Learning" tab.

Eagle Apps



**CAREER LAUNCH**  
812-464-1865

Home  
Jobs & Internships  
Public Profile  
Documents  
Events  
Interviews  
**Internship & Experiential Learning Records**  
Appointments

1. All internships and experiential learning should be reported in Career Launch.  
2. Click the "Add Experience" button and enter information for your internship or experiential learning.  
3. If you have completed more than one internship you may enter others as needed.  
4. If you have any questions, contact Career Services and Internships at 812-464-1865.

Personal Privacy **Internships & Experiential Learning** Emails & Notifications Career Outcomes

**Add New Experience**

## Tracking Hours and Evaluations

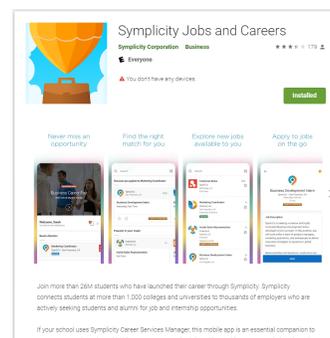
1. Some programs may require you to track your hours in Career Launch. From the list of your Experiential Learning forms, click **Track Hours** under the correct experience.
2. \*You'll need to scroll down slightly to see the blue button that says **Add Hours**. Click that and then select the week start date, end date, number of hours worked and a brief description of tasks done that week, click submit when you are done. Your hours will then be logged with your Experiential Learning Record for that week.
3. Career Launch will keep a total of all hours you have worked for each specific experience. Your hours can be viewed by Career Services and your faculty internship advisor.

## Self and Employer Evaluations

1. You can see available evaluations listed with each Experiential Learning Form. Make sure you complete the mid-term and final self evaluations. If your program requires it, your supervisor will also need to complete an online mid-term and final evaluation. They will receive an email with a link to the evaluation form. If they don't receive it, contact USI Career Services at [career@usi.edu](mailto:career@usi.edu). Some majors or programs may use their own evaluations instead of/or in addition to the evaluations on Career Launch.
2. Each of the Career Launch evaluations will be stored as part of your Experiential Learning Record.

## Additional student resources included in Career Launch

- Search for and apply to internships and jobs targeted to USI students and graduates
- Career Fair maps and employer information
- Video mock interviews
- Pathways—online career planning tools
- On-campus recruiting interview schedules
- Schedule appointments with a Career Coordinator



There is a mobile app available that does not take the place of the desktop version but is an excellent add-on and includes most of the main features. To download the app, search for “Symplicity Jobs and Careers” in the Apple or Google store.

To access Internships and Experiential Learning from the app, you will click on “More” on the bottom navigation menu and then “Account”. You will see several menu options horizontally across the top, scroll until you see “Internships and Experiential Learning”. Then follow the desktop instructions found earlier in this document.

The USI Career Services staff will be glad to answer any questions you may have about how to use Career Launch or report an internship. You can call or drop-in during office hours Monday-Friday 8 a.m.—4 p.m., we are located in the Orr Center room 074. You can also email us at [career@usi.edu](mailto:career@usi.edu) or call 812-464-1865.

