HOW-TO: E360 ACTIVITY REGISTRATION

Please see additional E360 information at tinyurl.com/DelValCSPD

1. Log-in

Log onto https://delval.edu/Experiencelink with your DelVal credentials

As a student, you have an account in the system already. If you have trouble, please email cspd@delval.edu for assistance. Do not create a new account - important academic information is listed in your already established account profile.

Sign In

Please select a sign in method

Current Students: Single Sign On
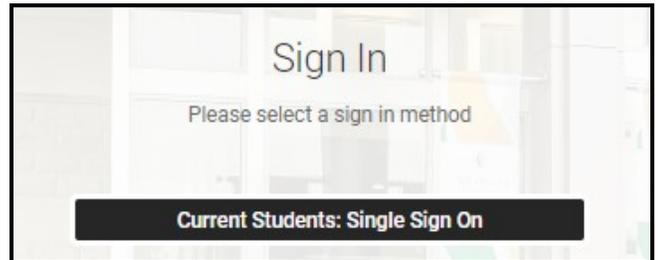
2. Choose the Experiential Learning Module

On the homepage, click Experiential Learning on the upper left-hand side.

Experiential Learning

Click here to submit your E360 Activity Application!
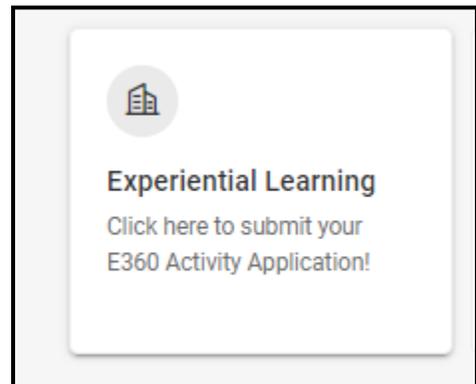
3. Complete an Experiential Learning Action Plan

You must do this before submitting your activity application.

Your *Experiential Learning Action Plan* will help your Department Chair to approve your *Activity Application Form* and understand your career goals.

Please Note: This is NOT the Experiential Learning application!

* indicates a required field

Experiential Learning Action Plan

Experiential Learning Goals *

Experiential Learning Action Plan - Goal

An action plan is a sequence of steps that must be taken, or activities that must be performed in order to successfully reach your goals. When writing your action plan, consider your long-term career goals and the steps you plan to take to get the experience needed to meet those goals. This action plan is specific to your overall professional goals – it is intended to provide more clarity when submitting E360 activity applications. The information included in this form may not be specific to an individual E360 activity- the activity application must be completed separately.

Career Goal *

A "goal" is defined as the object of a person's ambition or effort; an aim or desired result. Please identify your current post-graduation career goal(s)

Action Steps *

Action steps are specific implementation plans and strategies of how you will achieve your goals. Please identify the action steps required to reach your career goals. This might include experiential learning activities you are interested in completing, or development of specific skills to assist you in reaching your goals.

Delete

Once you submit your Experiential Learning Action Plan, this screen below should pop up. To locate the Activity Application, click on My Account and then Experiential Learning on the following page.

Home / My Account / Experiential Learning

ⓘ Your Experiential Learning Action Plan has been submitted successfully.

Experiential Learning
Click here to submit your E360 Application!

4. Submit your Activity Application Form

| Personal | Academic | Privacy | Experiential Learning | Password | Notification Settings |

Click here

Apply For An Experiential Learning Activity ⬅
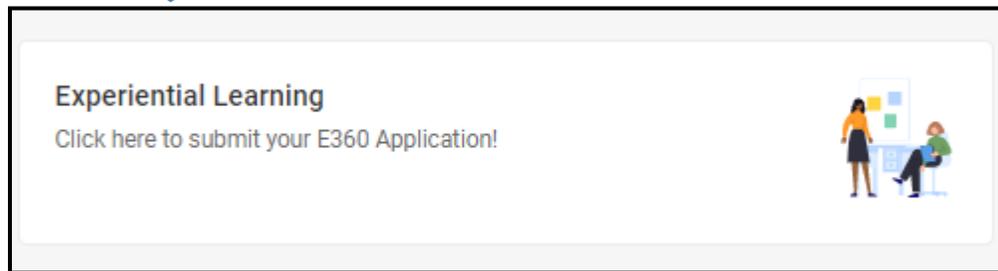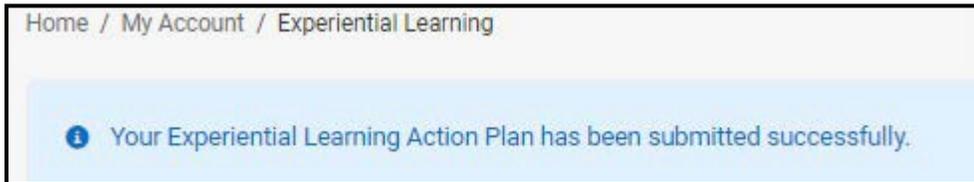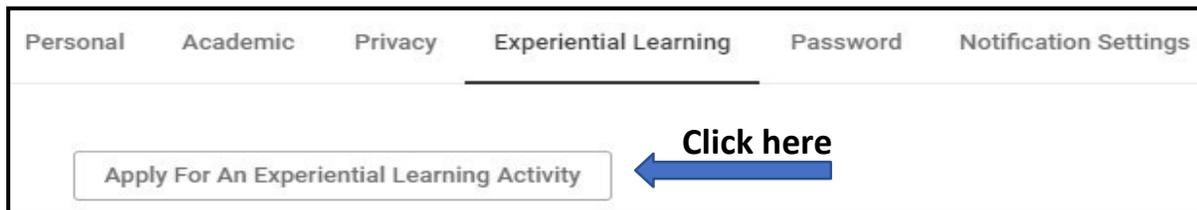
Choose the activity that you're registering for and complete the necessary fields.

If you are registering for Career Exploration Experience (CEE), the system will ask you to designate the number of credits you are registering for (1, 2 or 3 credits). **Internship is always 3 credits.**

Make sure to look at your Academic Department E360 Requirements for information on how many hours are required per credit.

Activity Type *
Which experiential learning activity are you applying for?
Note: If you do not meet the pre-requisites for the activity, your form will be rejected. Please make sure to view activity pre-requisite information either in the policy associated with each activity (will show below upon selection) or on the E360 website prior to selection.

The Student Research, Experiential Learning Courses and Teaching Experience options should only be selected if you are registered in a relevant course and wish to add your experience to your record for inclusion on the DelVal Experience Transcript.

If the drop-down menu is blank (the activities are not showing), please email e360@delval.edu.

Choose the term that you're registering for as the semester participating. Dates of activity should match selected term. The University offers a discounted tuition fee for students who choose to participate in the activity during the Summer or Winter terms, or if student exceeds 19 credits in the Fall or Spring terms.

List your Learning Objectives

Learn more about writing effective learning objectives here.

Each learning objective should have its own box. To add more, click "add learning objective.

You will submit 1 more learning objective than the number of credits registered for.

For example: 1 credit CEE = 2 learning objectives.

Additional Information:

Designate your Site Supervisor – this is the individual who will be supervising you at your work site. Double check your site supervisor's email address! This will help move the approval process along.

Agree to the policies outlined on the form by writing your full name in the textbox (your electronic signature).

Learning Objectives *
Please enter at least 2 Learning Objectives, but no more than 4

Learning Objective Information

Learning Objective - What you want to learn or do through this experience *
- For **1 credit Career Exploration Experience**, **Civic Engagement**, **Community Service**, **Leadership Development** or **Study/Cultural Experience Abroad** - submit 2 learning objectives.
- For **2 credit Career Exploration Experience**, submit 3 learning objectives.
- For **Internship or 3 credit Career Exploration Experience**, submit 4 learning objectives.

Delete

Add Learning Objective

5. Review & Approval Process

1. CSPD

- CSPD Staff will review application's activity dates, hours, GPA requirement and troubleshoot issues.

2. Site Supervisor

- Upon review, an email will be sent to your Site Supervisor asking for verification of your position from CSPD.

3. Department Chair

- The application will be sent to your Department Chair for approval of the position and meets the requirement for experiential learning credits.

4. Registration (CSPD)

- Once approved on all levels, you will be registered in the course by the CSPD. Make sure to check your student email for confirmation of your registration.
- Check your email for details from the instructor at the start of the term and log in to the Canvas course site to start participation in your online course

Additional Information

- Deadlines to submit your Activity Application Form are sent via registration email and posted on the CSPD SharePoint – must be submitted by 4:30pm.
- This allows time for all application required approvals prior to the start of the term.
- It is strongly encouraged that you submit your activity application early to allow the most time for clearance of all required approvals.

Please see additional E360 information at tinyurl.com/DelValCSPD.

If you have questions regarding the Experience360 application/registration process, contact cspd@delval.edu.