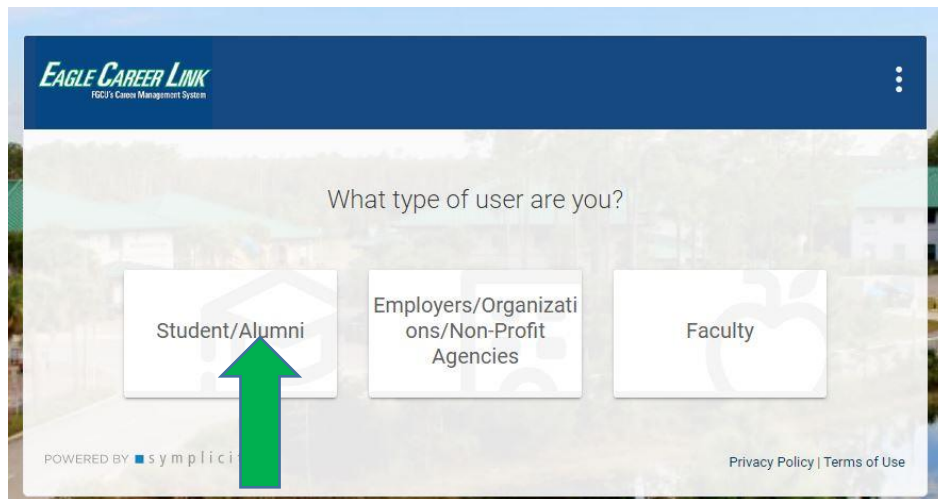
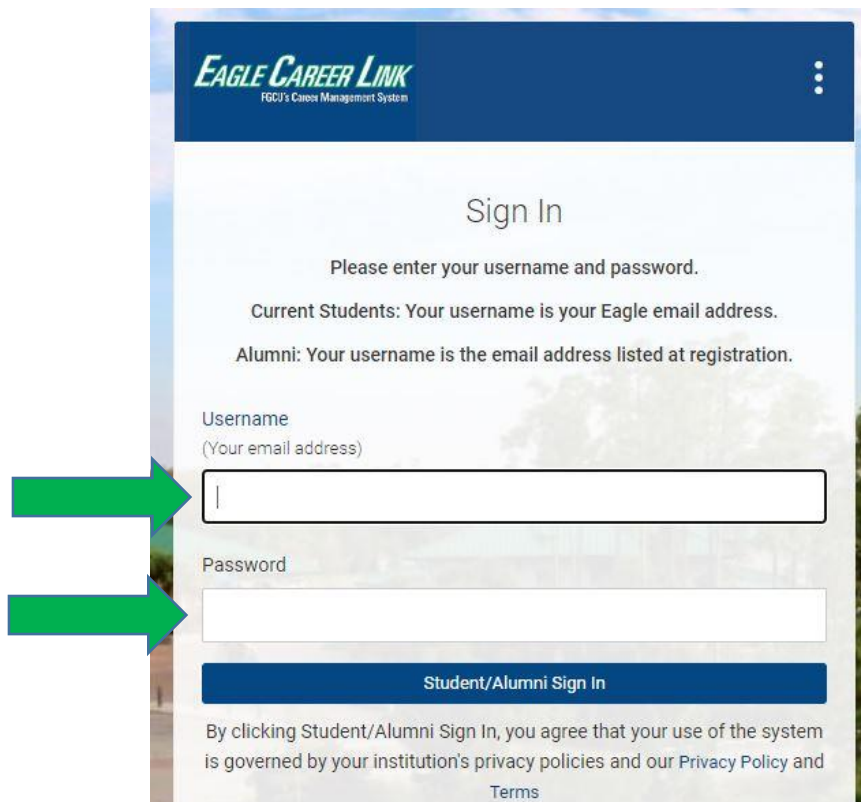


Getting Started on Eagle Career Link

1. Go to <https://fgcu-csm.symphlicity.com> and click “Student/Alumni”.

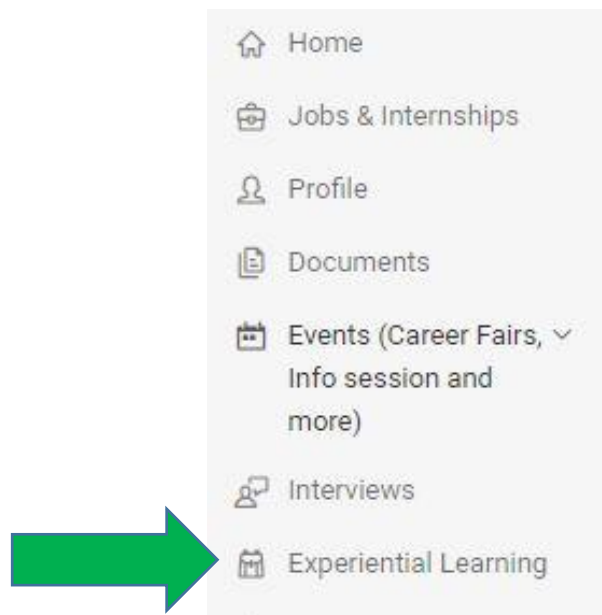


2. Log in with your @eagle.fgcu.edu email and corresponding password.



Creating a New Experiential Learning Record in Eagle Career Link for an Internship

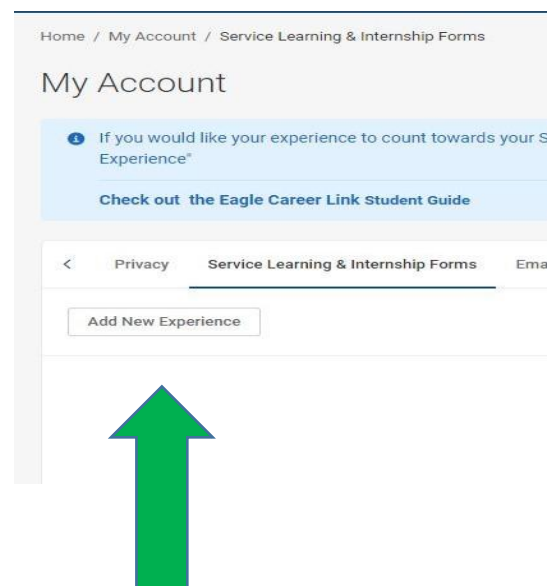
1. Log into Eagle Career Link using your FGCU credentials using instructions above.
2. Click on **“Experiential Learning”** in the menu on the left hand side of the home page.



3. Click on the blue **“Add New”** button (or the **“Add New Experience”** if it’s your very first entry).



OR



4. Enter the **“Term”** of your experience using the dropdown arrow. Select **“Internship”** from the dropdown in the **“Experiential Learning Type”**. (This will generate the correct form.) Use the next dropdown to select the correct Internship/Cooperative Type. **Be sure to indicate if you are taking an internship course coinciding with your experience.** *Please enter course information only if you are receiving academic credit.*

Experiential Learning Record

Term *

Enter year, then semester - for example - 2025 Spring

Experiential Learning Type *

Placement Experience Type

Is your experience occurring outside of the U.S.? *

Yes No

Internship/Cooperative Type

If working more than 24 hours per week, this must be listed as a co-op and you must be paid.

Course Prefix

Example: IDS

Course Number

Example: 3920

(NOTE: Any field with a red asterisk is a REQUIRED field.)

5. Search for your employer in the first field. If the employer is not in the current database, use the second field to enter the “New Employer” name.

Experience Details

Please provide the information of where the experience will be or was gained

Employer / Agency/ FGCU Department/Organization / Professional Program

Please enter your placement organization here to see if they are already registered with FGCU.

For Service-Learning: See pre-approved agencies at <http://www.fgcu.edu/Connect/search.html>. Agency must be a registered 501c3 or governmental organization.

New Employer/Agency/Partner or Program

Use this field if the employer/agency/partner does not exist in the system.

For Service-Learning: See pre-approved agencies at <http://www.fgcu.edu/Connect/search.html>. Agency must be a registered 501c3 or governmental organization.

6. Next, complete **all** of the **Information Sheet and Learning Objectives** fields.

Information Sheet and Learning Objectives

Title of experience being pursued for listing on co-curricular transcript *

Use the appropriate title -Service-Learner, Mentor, Internship 1, Teaching Assistant, Researcher, Student Teacher, etc.

Start Date *

Must **start** within a standard semester experience. **Spring, Summer, or Fall**

** Service-Learning hours may be submitted at anytime.

Select

Clear

End Date *

Must **end** within a standard semester experience. **Spring, Summer, or Fall**

** Service-Learning hours may be submitted at anytime.

Select

Clear

Experience Connection *

How did you find this experience? Select the primary resource for your placement connection.

Write a brief description of tasks, activities, projects, events, and/or rotations, OR attach an employment plan. *

7. You will need to enter a **minimum of 3 Learning Objectives**. After the first one is completed, you will need to click on the **“Add Learning Objective”** two more times.

Learning Objectives *

Please enter at least 3 Learning Objectives, but no more than 5

Learning Objective Information

For Service-Learning - learning objectives may be entered pre/post experience.

Learning Objective Activity *

Learning Objective *

Example: What I want to learn? How will I learn it? What resources I will use. How will I demonstrate that I learned it?

Delete

Add Learning Objective



2

8. Enter **Supervisor Contact Information**. Please make sure that information is entered accurately, especially the email address.

Supervisor Contact Information

This is your supervisor at your employer/agency site location.

Site Supervisor Name *

First and last name



Site Supervisor Phone *



Site Supervisor Email *

This information will be used to confirm that you have discussed and agreed on your learning objectives. DO NOT use an eagle.fgu.edu email.



Attachment(s)

Certain programs require additional documentation - if necessary, add documentation here.

Add Attachment

Student Agreement Signature *



NOTE

Please be sure to submit after signing. If there are any errors please correct and submit. If it is saved as a draft you will not get approved for your internship course.

9. Type your name in the “**Student Agreement Signature**” field.

Student Agreement Signature *



NOTE

Please be sure to submit after signing. If there are any errors please correct and submit. If it is saved as a draft you will not get approved for your internship course.

Submit

Save As Draft

Delete

Cancel

Print



10. Click on the blue “**Submit**” button after confirming that all information was entered accurately or you can click on “**Save As Draft**” if you need to come back to it at a later time.