

Field Period Resources offered by the Center for Experiential Learning

Field Period Orientation on Moodle

An orientation to Field Period is provided for students to access 24 hours a day via Moodle. For steps to logging onto the Moodle site please see below. Resources available through the Field Period Orientation site include:

- Field Period Announcements
- the *Student Handbook on Experiential Learning and Field Period*
- Field Period program policies and procedures
- Handouts on writing your Field Period Learning Contract
- the Field Period Learning Contract template
- a tutorial on completing the Learning Contract
- a Field Period quiz to test your Field Period knowledge
- websites for finding a Field Period
- Field Period Check List
- Field Period Cover Letter Sample
- tutorials to assist you in utilizing Storm Tracker

Steps to logging onto Moodle:

1. Visit <http://courses.keuka.edu/>.
2. Login using your Keuka username (everything before the @keuka.edu on your email address) and your Keuka password. If this is your first time logging in you will be prompted to fill in contact information to create your profile.
3. In **Course Categories** under **Academic Resources** click on **Field Period Orientation**.

Field Period Resources on the Center for Experiential Learning Website

On the Center for Experiential Learning website (www.keuka.edu/experiential) you can access various resources to assist you in finding a Field Period. These include:

- Storm Tracker for searching;
 - Field Period opportunities
 - An Employer Directory
 - Alumni Mentors
 - Career Events
- Field Period Weblinks off the “Your Field Period” section of the website. Links are provided to websites including;
 - national career/internship websites
 - regional area job/internship websites
 - international career sites
 - seasonal and summer employment
 - human/public service careers
 - hospitality careers
 - science/environmental careers
 - education careers
 - management/marketing careers
 - communication careers
- Previous Field Period database which includes site names from a sampling of Field Periods from the past three years; searchable by major, city, state, and site name.
- Calendar of Events, which will notify you of upcoming Field Period related events, including fairs, and on-campus recruiting.

Additional Resources

- Career Resource Library in the Center for Experiential Learning which includes internship directories
- Individual appointments with Center staff to brainstorm ideas, complete interest inventories, and practice networking and interviewing techniques.
- Experiential Learning Fair hosted each fall semester, where organizations come on campus and recruit for Field Period opportunities.
- Field Period Exhibition hosted in the fall semester, where upper-class students share previous Field Period experiences and insight.

Keuka College Center for Experiential Learning

HEG 107 / 315-279-5274 / experiential@keuka.edu / AIM: KeukaFieldPeriod

Updated 08/08 SAS