

## Experiential Learning Application Process Co-Curricular Application Road Map

This document is meant to be a road map or guide for the experiential learning (EL) application process for co-curricular experiences which can be found at <https://lewisu.edu/experiential-learning>. It addresses each application component to help applicants submit a strong EL application.

Application Item	How to Approach the Item
Experience Title	Add the full name of the experience. Note that this is the way that experience will be listed, so ensure that it is a complete and clear name.
Department/Office	List the campus unit that hosts the experience for students.
Supervisor	Indicate who will oversee the experience.
Provide a brief description of the proposed experience	Copy and paste the “description of experience” that is included in the Co-Curricular Activity Description document.
Please attach the Experiential Learning Co-Curricular Activity Description document	Attach the completed Co-Curricular Activity Description document. When it is complete, the document should be a document that could be distributed to students to help them understand your experience.
Please attach any additional documents that will help reviewers understand this opportunity (i.e., assessment tools, timelines or schedules, exit interview questions, survey questions, etc.)	Attach any additional documents that will be beneficial in painting a complete, clear picture of the experience, assessments, and reflection.
Active engagement verification	Affirm that active engagement is a component of this experience.

How is active engagement integral to the experience?	Describe how students will be actively engaged and why that engagement will offer a learning opportunity.
Reflection verification	Affirm that reflection is a component of this experience.
How is reflection integral to the experience(s)?	Describe how students will reflect on the experience and how it will contribute to their learning.
<b>Learning outcomes</b>	<b>Be sure to review your activity description document to ensure that the three EL learning outcomes are clearly included.</b>
<b>Assessment Plan</b>	<i>Be sure to select an assessment tool that is tied closely to each learning outcome. This does not have to be a written assignment, but you must have some way of measuring learning (i.e., points associated with participating in a verbal reflection activity, rubric for assessing a journal assignment, etc.). REMEMBER that REFLECTION can be a form of assessment.</i>
How will students be asked to <i>identify connections between this learning experience and past or present learning or experiences?</i>	Include a description of the assignment(s), project(s), and/or question(s) collected or used for this learning outcome.
What tool/measure will be used to assess this outcome (i.e., a rubric, a score, or some other measure)? <i>Note: Reflection can be used as a form of assessment.</i>	Describe the tool/measure that will be used to assess the outcome. You may also want to attach this document in your application.
How will students <i>articulate a personal response to the learning experience</i> (i.e., an examination or expansion of one's own attitudes, feelings, values, knowledge, or skills)?	Include a description of the assignment(s), project(s), and/or question(s) collected or used for this learning outcome.

<p>What tool/measure will be used to assess this outcome (i.e., a rubric, a score, or some other measure)? <i>Note: Reflection can be used as a form of assessment.</i></p>	<p>Describe the tool/measure that will be used to assess the outcome. You may also want to attach this document in your application.</p>
<p>How will students describe how they anticipate applying what they have learned?</p>	<p>Include a description of the assignment(s), project(s), and/or question(s) collected or used for this learning outcome.</p>
<p>What tool/measure will be used to assess this outcome (i.e., a rubric, a score, or some other measure)? <i>Note: Reflection can be used as a form of assessment.</i></p>	<p>Describe the tool/measure that will be used to assess the outcome. You may also want to attach this document in your application.</p>

Applications for EL will be reviewed each semester by the Experiential Learning ad hoc committee, which is a temporary committee of the University Academic Affairs Committee (UAAC). For questions about the EL application process, contact the committee chairs at [EL@lewisu.edu](mailto:EL@lewisu.edu).