Instructions for Designation of an Experiential Learning Course

This document describes the guidelines and required elements to designate an undergraduate CCU course as an Experiential Learning (EL) course. These courses receive a “Q” designation in their section number, much like “H” for honors, or “D” for distance learning. The Q refers to the University’s EL-focused Quality Enhancement Program (QEP), initiated in 2012, and to the Quality Experiential Learning program that has grown out of the QEP.

Applications for designation as an EL course must be made through the Academic Affairs Committee online forms. The two required elements include:

1. the completion and approval of all requested information in the QEP section of the online form, and
2. the inclusion of the EL/QEP Student Learning Objectives (SLOs) into the course syllabus (which is a required attachment for the online forms).

Instructors of designated EL courses may be periodically asked to provide assessment data for the EL/QEP program.

Application Instructions:

The Academic Affairs Committee online forms can be found at [http://www.coastal.edu/academics/academicaffairscommittee/](http://www.coastal.edu/academics/academicaffairscommittee/). EL designation can be requested for existing courses (“proposal for change(s) in, restoration of, or removal of an undergraduate course”) or new courses (“proposal for a new undergraduate course”). At some point in the form, you will be asked if you want to add the course to the QEP. When you select this option, it will bring up the following questions. Supporting information is provided for each.

1. This proposal is for:
   a. All sections of this course (Q designation in the catalog)
   b. Selected sections of this course (Q* designation in the catalog)

   **Explanation:**
   - A Q course will always be automatically assigned a Q section, regardless of when it is taught or who teaches it.
   - A Q* course allows the flexibility for some sections to be taught as EL and some not as EL. Sections of a Q* course that will be taught as EL must be designated with a Q section by the department chair (either when the schedule is first submitted or by request to the registrar), or in the Instructional/Course Contract for Non-traditional Studies or the Special Permission to Enroll form for single-student courses, such as some undergraduate research or independent study courses.
   - Q courses must indicate either Q or Q* in the course description in the catalog. Make sure to include this in your course description on the Academic Affairs form (see University Catalog for Q course examples).

2. Estimated Number of Experiential Contact Hours (15 hr minimum): _____

   **Explanation:** EL activities may be all or a portion of a class. The minimum requirement for an EL-course is 15 hours of “experiential learning contact hours,” though some classes will have many more. Experiential learning contact hours are defined as the time spent actively engaged in a thematic experiential activity. This can vary substantially by discipline. For example, a semester-long service learning course with a couple hours of mentor training and a one-hour weekly mentoring activity could meet the minimum 15 experiential contact hours. Similarly, an upper level science lab that strings together multiple lab and/or field experiences toward a large, thematic, “real world” project with potentially original contributions could easily meet the 15 hour minimum, while a typical introductory lab course that addresses a different foundational topic each week would not. Though such introductory labs are undoubtedly experiential, this difference illustrates that an EL course designation is dependent upon both the nature of the experience
AND the completion of a critical mass of thematic experiential activities. If you have questions about what counts as EL hours for your course, contact your college QEP representative or the QEP/EL Director.

3. Check all Goal 2 SLOs that will be addressed by this course (SLO 1 is required for all QEP courses, and at least one of the three Goal 2 SLOs are required).
   - SLO 2.1
   - SLO 2.2
   - SLO 2.3

Explanation: EL activities must address the QEP Student Learning Outcomes (SLO) under Goal 1 and at least one SLO under Goal 2. Many courses address all three Goal 2 SLOs. The QEP goals and SLOs are:

Goal 1. Students participate in experiential learning activities that complement and build on the knowledge and skills relevant to their academic program and/or career goals.

   SLO 1. Students will demonstrate the knowledge and skills obtained through participation in experiential learning activities that are relevant/pertinent to their academic programs and/or career goals.

Goal 2. Students critically reflect on the relationship between and among experiential learning, their academic experience and the world in which they live.

   SLO 2.1. Students will demonstrate a high level of comprehension and skill in connecting theory with practice which is correlated to their level of participation in experiential learning activities.

   SLO 2.2. Students will compare and contrast their expected learning to their actual learning derived from experiential learning activities.

   SLO 2.3. Students will reflect on the impact that experiential learning activities have had on their relationship to the world in which they live.

PLEASE NOTE: For your application, you are required to include your chosen QEP SLOs in your course syllabus, which is a required attachment for your course proposal. Failure to do so will result in a denial of the application, requiring revision and resubmission.

4. The proposed activity is best described as:
   - Undergraduate Research/Scholarship
   - Internship
   - Service Learning
   - International Experience/Study Abroad
   - Creative Work
   - Designed Project

Explanation: This categorization helps with EL tracking and reporting. Many projects may fit more than one category, but please select the one category that best fits your course proposal. You are the most qualified person to make that distinction for your course.

- Undergraduate Research includes scholarly research and creative works resulting in original contributions for any discipline, but we have broken out Creative Works as its own category for clarity.
- Internships include practical work experience with an intentional learning plan. Internships are typically run off-campus, but can include on-campus experiences, as well. Use the terminology that is most appropriate for your discipline.
- Service Learning includes projects that integrate meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen
community partnerships.

- Study Abroad (full semester experiences or shorter travel courses) obviously fits the definition of International Experience, but non-travel courses that partner extensively and interactively with international participants can also qualify.
- Designed Projects are usually team-based EL experiences that don’t easily fit under the other categories but still reinforce the study of their subject matter in rich, reality-based environments. Examples include participation in established programs like Model UN or Mock Trial competitions, as well as substantial real-world simulation activities in some courses.

5. Describe the proposed EL-activities for the course and how the estimated number of experiential contact hours was calculated.

6. Student Learning Outcomes:
   Carefully review the EL course guidelines and answer the following:
   a. Describe the assignment(s) you may use to assess SLO 1.
   b. Describe the assignment(s) you may use to assess each SLO you have selected under Goal 2.