

**Elmhurst University Integrated Curriculum – Experiential Learning**
**Non-Course-Based, Experiential Learning Approval Packet – STUDENT**

**EXP 250: 0 credit, Experiential Learning: Service Learning**

The Experiential Learning (EL) requirements of the Elmhurst University Integrated Curriculum (IC) are designed to engage students meaningfully in experiences outside of the University classroom through which classroom learning can be applied. There are a variety of ways for a student to fulfill the experiential learning requirement, including semester-long or January-term international education, domestic off-campus experiences (e.g., Chicago Semester, etc.), language-intensive immersion experiences, courses including significant service learning experiences, internships, clinicals, and other similar types of experiences. Experiences may be completed as a part of a course, or they may constitute a course in themselves. In some cases, co-curricular activities with a reflective dimension, after review of the Integrated Curriculum Committee, could also fulfill the off-campus experience requirement and be transcripted (e.g., Habitat for Humanity).

These Experiential Learning activities must meet the following criteria:

1. Includes at least **15 hours** spent at an off-campus site or combination of sites.
2. Includes a formal reflective component (e.g. paper or activity assigned by an instructor.)

It is important to note that off-campus course requirements should allow for flexible scheduling; **students cannot be required to miss classes to complete off-campus requirements.**

In order to be eligible for these co-curricular opportunities, individual students must submit a completed “Non-Course-Based Experiential Learning Approval Packet” and seek official approval of their selected experience through Dr. Mary Walsh, Director of Service Learning. A list of pre-approved opportunities is available through the Service Learning website: elmhurst.edu/service-learning. **Students must complete the Experiential Learning Waiver, available on the Service Learning website or from Dr. Mary Walsh (****walshm@elmhurst.edu****) before beginning experience.**

**Completed paperwork should be submitted to Dr. Mary Walsh, Director of Service Learning,** **walshm@elmhurst.edu****, OM 237, 630-617-3085. A brief meeting with Dr. Walsh or the Service Learning Coordinator is required. Questions can be directed to Dr. Walsh.**

Upon successful completion of the experience, the student’s transcript will reflect the completion of the experiential learning requirement.

**Elmhurst University Integrated Curriculum**

**Experience Approval Packet – STUDENT**

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| **SECTION A (submit in first 2 weeks of the semester)** |
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| **Last Name:** |
| **First Name:**  |
| **Middle Initial:** |
| **University e#:** |
| **Email address:** |
| **Phone number:** |
| **Expected Grad Date: (term and year)** |
| **Major(s):** |
| **Minor(s):**  |
| **Anticipated Start Date:** |
| **Anticipated End Date:** |
| **Faculty Sponsor:** |
| **Site Name:** |
| **Site Address:** |
| **Site Phone:** |
| **Site Website:** |
| **Site Supervisor Name and Title:** |
| **Site Supervisor Email:** |
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1. Describe the experiential learning activity for which you are seeking approval. (See list of approved opportunities on website: elmhurst.edu/service-learning) If site is not preapproved, identify site, location and contact person at site:
2. Check the 3 learning outcomes you would like to address during this experience:
	* consider your relationship to the communities in which you engage
	* explore your personal capacity and desire to serve others
	* practice creative decision-making and leadership skills
	* advance behaviors necessary for responsible citizenship
	* grow in your awareness of cultural differences
	* develop your interpersonal, practical and professional skills
3. Explain how your previous academic learning will be used/applied in this experience:

**Final reflection papers and logs are due on the last day of classes to Dr. Walsh.**

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Student Signature Date

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| **SECTION B (TO BE COMPLETED AFTER EXPERIENCE)** |

**Reflection Paper Guidelines**

At the conclusion of your experiential learning project, you will submit a 5 to 7 page reflective paper. The purpose of this paper is to connect your experience to the stated learning outcomes and to create a written record of your experience and learning. **Papers and logs are due on the last day of classes.**

The reflective paper should include:

* A description of the learning experience, which explains what you did and how your previous academic learning was reinforced or challenged during the experience.
* The building of connections between your learning experience and the student learning outcomes.
* An explanation of how the 3 Outcomes you chose were developed through this experience. If they were not, explain why. As a reminder, you chose 3 of the following Outcomes to focus on:
	+ consider your relationship to the communities in which you engage
	+ explore your personal capacity and desire to serve others
	+ practice creative decision-making and leadership skills
	+ advance behaviors necessary for responsible citizenship
	+ grow in your awareness of cultural differences
	+ develop your interpersonal, practical and professional skills

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| **SECTION C (TO BE COMPLETED THROUGHOUT AND SUBMITTED AFTER EXPERIENCE – AT LEAST 15 OFF-CAMPUS HOURS REQUIRED)** |
| **Date** | **Time In** | **Time Out** | **Hours** | **Supervisor Initials** |
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Notes: Attach additional sheets as needed. Supervisors can sign once at the end of service. Travel time does count towards the 15 hour requirement.

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Student Name (printed)

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Student Signature Date

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Site Contact Name (printed)

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Site Contact Signature Date