



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

The Experiential Learning requirements of the General Education Curriculum are designed to engage students in meaningful 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 (see University catalog), including academic credited internships, offered through Career Experiences Advising. This application packet applies to those Professional Career Experiences with a reflective component that have been pre-approved by the Career Experiences Advising Committee as meeting the Experiential Learning requirement. These activities meet the following criteria:

1. Minimum of **45 hours** a semester spent at an off-campus work site.
2. A formal reflective component. (See Section D of document for reflective paper guidelines)

Off-campus course requirements allow for flexible scheduling; **students cannot be required to miss classes to complete off-campus requirements.**

Students interested in experiential learning in a work setting must submit a completed EXP-250: Experiential Learning Application Packet and seek official approval of their proposed experience through Christina Danno, Assistant Director of Internships & Communications.

The completed application packet should be submitted to the A.C. Buehler Library in the lower level in the Weigand Center for Professional Excellence or via e-mail to Christina Danno, christina.danno@elmhurst.edu at least 3 weeks prior to the start of the experience.

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



Experiential and Service Learning Waiver
(This is a release. Please read carefully.)

Student Name: _____ ID#: _____

Date Submitted: _____

In consideration for the opportunity to participate in the off-campus or online/remote experiential learning and/or service learning project, the undersigned acknowledges and certifies the following:

Elmhurst University (the University) itself does not control the way in which this experiential/service learning opportunity is structured and operated. This experiential/service learning opportunity is structured by the host site, not Elmhurst University. In coordinating this experience, the University, its officers, trustees, representatives, agents, attorneys, employees, and successors make no assurances, expressed or implied related to the environment which might exist at the site. Each experience may include potential hazards which are beyond the control of the University, its officers, trustees, representatives, agents, attorneys, employees, and successors including, but not limited to, damages or loss of property or injury or death due to any act of negligence of the site, its employees and other persons rendering or participating in the off-campus experiential/service learning experience.

INSURANCE COVERAGE

1. I have sufficient health, accident, and hospitalization insurance to cover me during my off-campus experiential/service learning. I further understand that I am responsible for the costs of such insurance, and I recognize that the University does not have an obligation to provide me with such insurance.
2. I assume full responsibility for any physical or emotional problems that might impair my ability to complete the experience, and I release the University, its officers, trustees, representatives, agents, attorneys, employees, and successors from any liability for injury to myself or damage to or loss of my possessions.
3. I understand that if I use my personal vehicle for transportation to and/or from the off-campus experiential/service learning site, the University, its officers, trustees, representatives, agents, attorneys, employees, and successors has no liability for injury or property damage which may result from that use. I agree to rely solely on my personal vehicle insurance coverage.

PERSONAL CONDUCT

I understand that the responsibilities and circumstances of off-campus experiential/service learning may require a standard of professional decorum that may differ from that of Elmhurst University. Therefore, I indicate my willingness to understand and conform to the professional standards of the off-campus learning site. I further understand that it is important to the success of both present and future off-campus experiences that participants observe standards of conduct that would not compromise Elmhurst University from the perspective of individuals and organizations. I agree, should the program coordinator determine that I must be removed from the project because of conduct that reflects poorly on the program, that decision will be final.

GENERAL RELEASE

I understand and agree that my participation in off-campus experiential/service learning and use of any facilities in connection with any experiences established related to off-campus experiential/service learning is undertaken by me at my own sole risk and that Elmhurst University, its officers, trustees, representatives, agents, attorneys, employees, and successors are not liable for any claims, demands, injuries, damages, or actions whatsoever to me or my property arising out of or connected with the experience(s). I do hereby release, acquit, forever discharge and covenant not to sue Elmhurst University, its officers, trustees, representatives, agents, attorneys, employees, and successors from any and all liability whatsoever, including all claims, demands, and causes of action of every nature that may arise in connection with my participation in the off-campus experiential/service learning activity.

By signing this agreement, I acknowledge that there are risks, known and unknown, related to COVID-19 involved with my participation in this program, and I voluntarily assume the risk that I will be exposed to or infected by COVID-19. It is not possible for the University to ensure prevention of the spread of COVID-19, and I acknowledge that I may be infected with COVID-19 despite or regardless of any University efforts to mitigate the risk of community spread. I understand that infection by COVID-19 may be serious with the potential for significant negative health effects, to me or others, including hospitalization, long-term complications or death. I will practice caution in my setting, following all protocols, and the use of protective personal equipment as required. If exposed to COVID-19, I will adhere to current protocols and health agency recommendations and requirements, which may include an extended quarantine. This may affect my ability to complete the course, which may delay my graduation.

This agreement shall be construed, interpreted, and controlled by the laws of the State of ILLINOIS.

I, _____ certify that I have read and understand all the terms and contents of this "release and authorization" and execute it voluntarily and unconditionally.

STUDENT SIGNATURE _____

Date of Birth _____ Age _____

PARENT/GUARDIAN SIGNATURE _____ Date _____

(If student is under age 18 at the time the experience begins, parent/guardian signature is required.)

Describe the experiential learning activity for which you are seeking approval.

State and explain the learning outcomes you would like to address during this experience (see B):

Explain in detail the activities you will be undertaking in this experience (the off-campus activity must total at least **45** additional hours). How will these activities assist you in reaching the goals above?

Explain how your previous academic learning will be used/applied in this experience:

Student Signature: _____ Date: _____

For Administrative Use Approved by: _____ Date: _____
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SECTION B (TO BE COMPLETED PRIOR TO EXPERIENCE)

The following outcomes are potential components of meaningful experiential learning. Read the description of the outcomes and indicate which three you will address during the experience.

Check if applies	Student Outcomes	Description of Outcomes
	Cognitive complexity	Critical thinking, reflective thinking, effective reasoning, intellectual flexibility, emotion/cognition integration, identity/cognition integration
	Knowledge acquisition, integration and application	Understanding knowledge in a range of disciplines (acquisition); connecting knowledge to other knowledge, ideas, and experiences (integration); relate knowledge to daily life (application); pursuit of lifelong learning; career decidedness; technological competence
	Humanitarianism	Understanding and appreciation of human differences; cultural competency; social responsibility
	Civic engagement	Sense of civic responsibility; commitment to public life through communities of practice; engage in principled dissent; effective in leadership
	Interpersonal and intrapersonal competence	Realistic self-appraisal and self-understanding; personal attributes such as identity, self-esteem, confidence, ethics and integrity, spiritual awareness, personal goal setting; meaningful relationships; interdependence; collaboration; ability to work with people different from self
	Practical competence	Effective communication; capacity to manage one's affairs; economic self-sufficiency and vocational competence; maintain health and wellness; prioritize leisure pursuits; living a purposeful and satisfying life

SECTION C (TO BE COMPLETED THROUGHOUT AND SUBMITTED AFTER EXPERIENCE – AT LEAST 45 OFF-CAMPUS HOURS REQUIRED)

Date	Time In	Time Out	Hours	Supervisor Initials

Note: Attach additional sheets as needed.

Student Name (printed)

Student Signature

Date

Site Contact Name (printed)

Site Contact Signature

Date

For Administrative Use

Approved by: _____ Date: _____

SECTION D (TO BE COMPLETED AFTER EXPERIENCE)

Reflection Paper Guidelines

At the conclusion of your experiential learning project, you will submit a 6-page reflective paper or a 2-3 page paper with a work sample of your completed work project. 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.

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 goals you developed for this experience were accomplished. If they were not, explain why.