

**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, activity, or survey 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. **Completed paperwork should be submitted to Dr. Mary Walsh, Director of Service Learning,** [**walshm@elmhurst.edu**](mailto:walshm@elmhurst.edu)**, OM 237, 630-617-3085.**

**Students must also complete the Experiential Learning Waiver, available on the Etrieve app on the Elm U portal. To access the waiver, from the Elm U portal, select the “Etrieve” app and sign in using the OKTA log in option. Once logged in to Etrieve, select “Service Learning Waiver” from the dropdown menu of available forms. To submit the signed waiver, select “EXP250 Walsh/Reidy/Krieg” and click submit. Questions can be directed to Dr. Walsh.**

***Upon successful completion of EXP250, the student’s transcript will reflect the completion of the experiential learning requirement. Students enrolled in EXP250 will receive a P or NP on their transcripts indicating their completion (or failure to complete) the experience.***

**Elmhurst University Integrated Curriculum**

**Experience Approval Packet – STUDENT**

* ***Check this box if you are an international student holding an F-1 student visa***

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| **SECTION A: Type responses; submit in first 2 weeks of the semester** |
| **Name:** |
| **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 and Address:** |
| **Site Phone:** |
| **Site Website:** |
| **Site Supervisor Name and Title:** |
| **Site Supervisor Email:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Section A (cont.): Please review the EXP250 Student Learning Outcomes listed below. Then, respond to questions 1 and 2.** |

All students enrolled in EXP250: Service Learning will:

* Connect students' understanding of their personal, academic, social and / or professional life or future
* Identify one or more ways to positively impact their local, national and/or global community
* Demonstrate an awareness of and respect for human differences, including cultural differences, differences in gender, abilities, orientations, histories and/or social realities.

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

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| **SECTION B: To be completed after experience** |

**Reflection Guidelines**

At the conclusion of your experiential learning project, you will submit a log documenting 15 hours of service and a Culminating Reflection via Qualtrics. The Culminating Reflection will include the following prompts:

* How did your EXP 250 experience impact your understanding of your personal, academic, social and / or professional life or future? Please address each area of your life (personal, academic, social and / or professional) which your experience impacted.  (Experiential Learning and Service Learning students)
* Identify a social or political issue which confronts your local, national or global community. Why is this issue challenging?  Can you make a difference in helping to address this issue?  If so, how?  (Service Learning students)
* Did your service expand your perception or understanding of the differences between people and their experiences and needs?  If so, how? (Service Learning students)

**Logs documenting hours are due Monday of the last week of classes. The Culminating Reflection assignment completed via Qualtrics will be distributed the last week of classes or upon completion of experience, whichever comes first. Culminating Reflections are due the Friday of the last week of classes. Consider submitting photos of yourself engaged in service for extra credit!**

**Email photos to michelle.reidy@elmhurst.edu**

* **Please check this box if we have your permission to anonymously use portions of your Culminating Reflection responses and / or your submitted photos in future Service Learning promotional materials**

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Student Signature Date

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| **SECTION C: To be completed throughout and submitted after experience – at least 15 off-campus hours required**  Note: Attach additional sheets as needed. Supervisors can sign once at the end of service. Travel time does count towards the 15-hour requirement. | | | | |
| **Date** | **Time In** | **Time Out** | **Hours** | **Supervisor Initials** |
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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