

Office of Experiential Education and Learning
Application for Experiential Education and Learning (ExEL) Designation

The Experiential Education and Learning (ExEL) Designation recognizes curricular and co-curricular opportunities that provide students with meaningful, real-world, active learning experiences.

See Application Guide for more information.

1. Complete all sections of this form and provide sufficient detail.
2. Include all required documentation.
3. Curricular (credit-bearing) opportunities must be submitted by **December 1** for the next academic year.
4. Co-curricular opportunities are accepted on a rolling basis.
5. Co-curricular experiences require 40–79 hours of experiential learning for one ExEL unit or 80+ hours for two ExEL units.

Part A. Basic Information

Type of Opportunity: ☐ Curricular ☐ Co-Curricular

Course Title or Name of Experience

Course Prefix & Number (if applicable):

College / Department / Office:

Credit Hours (if curricular):

Contact Person & Email:

For Co-Curricular experiences only, indicate the maximum number of ExEL units: ☐ 1 ☐ 2

For Co-Curricular experiences only, choose one ExEL Pillar:

☐ Community Engagement ☐ Global Engagement ☐ Professional Growth
☐ Undergraduate Leadership ☐ Undergraduate Research

Part B. ExEL Criteria Narrative Responses

These criteria were developed based on the Society for Experiential Education's [Eight Principles of Good Practice for all Experiential Learning Activities](#). Provide concise but detailed responses; **Sections 4 and 5 should be the most comprehensive.**

Section 1: Structured, Intentional, and Authentic

Describe how this experience is situated in a real-world context, how it connects to professional, academic, or community settings, and how it was designed with input from relevant partners. *(Suggested length: approximately 100-200 words)*

Section 2: Preparation, Orientation, and Training

Explain how students, faculty, and/or community partners (if applicable) will be prepared for this experience. Include details about orientation activities, training, or resources that ensure readiness. *(Suggested length: approximately 100-200 words)*

Section 3: Monitoring and Continuous Improvement

Describe how you will collect feedback from students and/or partners during the experience, and how you will use that information to adjust or improve the experience in real time.

(Suggested length: approximately 100-200 words)

Section 4: Structured Reflection and Acknowledgement

Describe in detail how reflection will be incorporated throughout the experience. Include activities or assignments that occur before, during, and after the experience, and explain how they support student learning outcomes. Include at least one written reflection, deliverable, or assignment. *(Suggested length: approximately 400-500 words + attachment)*

Section 5: Assessment and Evaluation

Explain how student learning outcomes will be assessed and how the overall experience will be evaluated. Identify the specific tools (e.g., rubrics, self-assessments, partner evaluations, reflections) and describe how results will be reviewed and used to improve future opportunities. *(Suggested length: approximately 400-500 words)*

Part C: Required Attachments

For Curricular experiences: Attach a copy of the course syllabus and instructions for at least one written reflection assignment.

For Co-Curricular experiences: Attach a copy of a learning agreement and instructions for one written reflection deliverable.

Part D: Approvals

Chair/Staff Name:

Signature/Date:

Dean/Director Name:

Signature/Date:

Contact and Support

For questions or assistance with your application, please contact:

Jeff Hartman, Director - jhartman2@nova.edu

Wanda Martinez, Assistant Director - wmartinez@nova.edu