

ExEL Designation Application Guide

Contact and Support

For questions or assistance with your application, please contact:

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Application Review Timeline

December 1-5: Initial Submission and Preliminary Review

December 8-January 16 (includes holiday shutdown): First and Second Level Review

January 19-23: Feedback Provided to Applicant

January 26-February 6: Applicant Revision Period (if required)

February 9-13: Final Approval Review

By February 16: Applicants Notified of Final Status

Application Tips

Opportunity Type

Select *Curricular* if the experience is credit-bearing.

Select *Co-Curricular* for non-credit experiences involving significant engagement hours (40–79 hours for one ExEL unit; 80+ hours for two units).

Time Requirements

For co-curricular experiences, ensure activities meet minimum hour thresholds to qualify for one or two ExEL units.

ExEL Pillar

For co-curricular experiences, identify the primary ExEL Pillar that best represents the learning focus: *Community Engagement, Global Engagement, Professional Growth, Undergraduate Leadership, or Undergraduate Research*.

Common Mistakes to Avoid

- Submitting incomplete or vague responses that do not fully address the prompt.
- Omitting required attachments such as syllabi, learning agreements, or reflection instructions.
- Missing the curricular deadline of December 1.

Submission Checklist

- Confirm all application sections are completed with detailed responses.
- Attach all required supporting documents (syllabus, reflection instructions, learning agreements).
- Obtain signatures from the appropriate chair/staff and dean/director.

Narrative Sections (Part B)

- **Section 1: Structured, Intentional, and Authentic:** Describe how the opportunity mirrors real-world experiences or professional practices and includes input from relevant stakeholders (faculty, community partners, employers, if applicable).
- **Section 2: Preparation, Orientation, and Training:** Detail orientation processes, skill-building, and preparatory activities to ensure student success.
- **Section 3: Monitoring and Continuous Improvement:** Outline systems for ongoing check-ins, feedback collection during the experience, and adaptive adjustments to improve learning outcomes.
- **Section 4: Structured Reflection and Acknowledgement:** Describe reflection activities and how reflection prompts deepen learning and connect theory to practice. Include a sample written reflection assignment or deliverable.
- **Section 5: Assessment and Evaluation:** Show how learning outcomes are assessed objectively, including rubrics or tools used. Include examples of feedback mechanisms that inform subsequent offerings.

Reflection in Experiential Learning

Reflection is a foundation of effective experiential education. Through thoughtful reflection, students are encouraged to connect their experience to course concepts, personal development, and professional goals.

Reflection supports deeper understanding by prompting students to ask important questions like:

- What did I learn from this experience?
- How does this relate to my academic or career goals?
- What challenges did I face, and how did I respond?
- How will I apply this learning in future experiences?

For ExEL Designation, integrating reflection throughout the experience is essential. Recommended practices include:

- Structured prompts before, during, and after the experience.
- Assignments like journals, essays, presentations, or discussions.
- Opportunities for students to articulate learning, growth, and next steps.

How Active Learning Supports Experiential Learning

Active learning directly engages students through participation in activities like problem-solving, team projects, simulations, or discussions. These methods complement experiential learning by allowing students to apply knowledge in realistic contexts.

Active learning supports experiential learning by:

- Promoting engagement and motivation through firsthand involvement.
- Encouraging critical thinking and problem-solving in real-world scenarios.
- Facilitating the application of academic concepts to practical situations.
- Enhancing students' ability to adapt and learn from ongoing feedback.
- Supporting reflection by requiring students to consider their decisions and outcomes.

Examples of Active Learning

- **Community-Based Projects:** Students partner with local organizations to address community needs, applying academic knowledge to plan, implement, or evaluate initiatives.
- **Internships or Shadowing:** Structured practical experiences in work or professional environments where students develop job-related skills while connecting theory to practice.
- **Research Assignments:** Students conduct original investigations or applied research projects, gathering and analyzing data to solve problems or generate new insights.
- **Simulations and Role-Playing:** Activities based on professional or real-world scenarios that require decision making, problem solving, or skill practice.
- **Collaborative Group Work:** Team projects requiring collective problem-solving, planning, and critical thinking.
- **Leadership Roles:** Positions or responsibilities in student organizations or events that develop leadership and communication skills.
- **Reflective Practices:** Guided journaling, presentations, or discussions that help students connect their experiences to learning objectives and personal growth.

Discipline-Specific Examples

STEM Fields

- Laboratory experiments where students design and conduct investigations.
- Data analysis projects using real datasets to address research questions.

Health Sciences

- Clinical rotations or practicums involving direct patient care under supervision.
- Case studies and problem-based learning focused on diagnosis and treatment.

Business and Professional Studies

- Internships in corporate, nonprofit, or government settings exposing students to industry practices.
- Consulting projects with real clients solving business challenges.

Humanities and Social Sciences

- Service-learning projects collaborating with community organizations.

- Research projects involving archival work or ethnographic studies.

Arts and Design

- Exhibitions, performances, or portfolio presentations.
- Collaborative design projects for real-world clients or causes.

Co-Curricular Leadership and Engagement

- Peer mentoring or tutoring programs.
- Participation in student government or professional associations.