**Request for Addition of Experience to *the Record* - IUPUI’s Experiential and Applied Learning Record**

**Date:**

**1) Type of Experience (check one):**  [ ]  Curricular:

 [ ]  Co-Curricular

 [ ]  Can be either

**2) Name of Experience:**

(If curricular, please include course #)

Experience Subtitle (if applicable)

Website (optional)

(Example: Name: Sam H. Jones Community Service Scholar, Subtitle: Bonner Scholar)

**3) How many students are expected to participate in this experience annually?**

**4) Contact Information**

Main Contact for this experience

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Email: |  |

Office Director (if different from above)

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| --- | --- |
| Name: |  |
| Title: |  |
| Email: |  |

**5) Overview of the Experience**
*Provide a brief description of the experience and a brief bio (no more than one paragraph) of the individual(s) overseeing the program.*

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**6) Qualified Experience with Integration of Knowledge**

**Provide details that explain how the experience represents a true integration of knowledge using the following indicators:**

* *Directed, firsthand immersive experience in the real world, laboratory or studio*
* *Development of knowledge through research or dialogue with individuals/groups outside of the classroom*
* *Appreciation of multiple sources of knowledge*
* *Integration of knowledge with application and theory in real-world experiences*
* *Identification of no more than* three *Profiles of Learning for Undergraduate Success (PLUS) which best describe the expected learning outcomes tied to the experience. Additional information on the Profiles is available at:*

<https://due.iupui.edu/undergraduate-curricula/general-education/profiles/>

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**7) Please complete the chart below, which maps the learning outcomes of the experience to the Profiles and the relevant assessment. Row one provides an example. You will describe the assessment plan more in depth in section 7.**

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| **Learning Outcome**  | **How will students demonstrate their learning?** | **Profile (i.e., PLUS)** | **How will the learning by assessed (include name of instrument and type of learning)** |
| **Example - Student will:** Articulate effective qualities of collaboration (e.g., communication, coordination, setting goals) and details own role in an effective collaboration. | Creation of digital storySelf-Assessment | Communicator; Community Contributor | CMG Rubric 2.0 (direct measure)CMG Scale (indirect measure) |
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**Please attach a copy of the instrument(s) used to assess student learning.**

**8) Reflection**

*Students must engage in critical analysis (e.g., guided reflection) linking examination of the experience to learning objectives, professional and personal development, and the Profiles.* **Please explain the kinds and levels of student reflection that occur as part of the process as well as how the reflections are evaluated**. For additional information about reflection, please contact Morgan Studer at mohughes@iupui.edu.

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**9) Assessment**

*A clear assessment plan must be outlined reflecting both student learning as well as the effectiveness of the actual experience in relation to expected outcomes. The assessment plan must demonstrate student learning in relation to the experience as a whole, the relevant Profiles, and personal growth.* **Using the information you outlined above, please describe the assessment plan for determining that, based on the experience, the student learning outcomes were achieved**.

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**10) Data maintenance and security**

*Please describe how the data collected on assessment and reflection are securely stored.*

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**11) Achievement Category**

Please check the Achievement Category for this experience.

[ ]  Creative Expression

[ ]  Diversity

[ ]  Global Engagement

[ ]  Internships/Career Development

[ ]  Leadership

[ ]  Research

[ ]  Service

**12) High Impact Practice (HIP)**

If applicable, please check the appropriate [high impact practice (HIP)](https://www.aacu.org/leap/hips) categories for this experience.

[ ]  Capstone Courses and Projects

[ ]  Common Intellectual Experiences

[ ]  Diversity/Global Learning

[ ]  ePortfolios

[ ]  First Year Seminar and Experiences

[ ]  Internships

[ ]  Learning Communities

[ ]  Project-Based Learning

[ ]  Service Learning, Community-Based Learning

[ ]  Undergraduate Research

[ ]  Writing-Intensive Courses

[ ]  Other:

[ ]  None of the above

**13) The faculty member/program director overseeing the experience agrees to the following:**

1. [ ]  Student(s) will complete all of the requirements outlined in this document before their experiences are entered on the Record.
2. [ ]  A brief assessment report will be provided to the Record subcommittee every three years from the date of approval.
3. [ ]  Student information will be entered into SIS within 90 days after the conclusion of the experience.

**For Use by Approving Council**

Proposal Reviewed and Approved by: Date: