**RECORD SUBMISSION FORM**

|  |  |
| --- | --- |
| **Title of Experience**  Example for curricular: ENG-W 315 Writing for the Web |  |
| **Subtitle(s) (optional)** |  |
| **Instructor/Program Director Name** |  |
| **Instructor/Program Director email** |  |
| **School or Department** |  |
| **Expected number of students participating** |  |
| **Summary of the experience** (1-3 paragraphs) |  |
| **When is this experience offered?** |  |
| **Website link to more information (If there is not specific link, note one of the following, if applicable:** |  |
| * **Course** | Yes  No |
| * **Listed on Handshake (for employment)** | Yes  No |
| * [**IU Scholarships/Blackbaud Award Management**](https://one.iu.edu/task/iu/scholarships) | Yes  No |
| **Duration (select all that apply)** | Semester  Academic Year  Summer  Other |
| **Achievement Category** | Creative Expression  Diversity  Global Engagement  Internships/Career Development  Leadership  Research  Service |
| **Compensation** | Hourly Employment  Scholarship  Uncompensated |
| **Credit Options** | Credit Bearing  Non-credit bearing |
| **Profiles of Learning** | Communicator  Problem Solver  Innovator  Community Contributor |
| **Location** | Fully On-Campus  Off-Campus Component |

**Please complete the chart below. Include up to 4 learning outcomes for the experience.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Learning Outcome**  Student will: | **How will students demonstrate their learning?\*** | **Profile** | **How will the learning be assessed?\*\*** |
|  | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. |

\*Please attach any reflection prompts or other instructions

\*\*Please attach any instruments (rubrics, surveys). If other is selected, please describe below.

**Reflection**

Please describe the reflection activities that take place during this experience. Please include prompts. [Note: Reflection artifacts can be how the students demonstrate their learning]

**Data maintenance and security**

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

Student identifying information will be stored on the password protected IU Server.

Other (Please describe)

**Summary of Experience** – The chart below will guide the Registrar’s office in entering this experience into the Student Information System.

|  |  |
| --- | --- |
| **Required Experience Criteria** | **Individual(s) responsible for verification (Name/Title)** |
| Implementation of Experience |  |
| Reflection |  |
| Assessment |  |
| Final Office Approval |  |
| Registrar Approval | Erica Morrical, Manager of Enrollment Systems, Office of the Registrar |