

# EXPERIENTIAL LEARNING (EL) CHECKLIST

When planning your EL activity, use the following checklist to guide your planning.

Category	Explanation	✓
<b>ALL EL activities</b>		
<b>Alignment with learning outcomes</b>	The activity is designed in a way where it helps students meet the course learning outcomes.	
<b>Real World</b>	The activity contains current, up-to-date materials.	
<b>Hand's on</b>	Students are able to interact with the material in a concrete manner that allows for active experimentation.	
<b>Apply theory</b>	Students' interaction with the material includes the opportunity to try out one or more theoretical concepts as a way to better understand that concept.	
<b>Reflection</b>	The activity includes active reflection at the end or throughout that helps students concretely understand the connections they have made and made sense of the active experimentation they have done.	
<b>Feedback</b>	The activity includes opportunities for feedback from the instructor, from peers, and/or from an outside partner.	
<b>EL activities that include an outside sponsor, community or industry partner</b>		
<b>Selecting partners or Sponsors</b>	Refer to the section " <a href="#">Selecting an outside partner</a> " <ul style="list-style-type: none"> <li>• You have informed the <a href="#">Lewtas Office of Experiential Learning (LOEL)</a> of the outside partner</li> </ul>	
<b>Expectations</b>	The industry or community partner is made aware of their responsibilities to students and their expectations from students ahead of time. This may include: <ul style="list-style-type: none"> <li>• Time commitment from students</li> <li>• Deliverables</li> <li>• Feedback that is expected from the partner</li> <li>• Nature of work given to students</li> <li>• Amount of time in the workplace</li> <li>• Supervision and assessment of student performance</li> <li>• Any formal documentation they need to submit</li> </ul>	

<b>Scope</b>	<p>If students are working with different partners, or on different projects, the scope of their projects is clarified at the start of the project. This means students in different groups should be expected to</p> <ul style="list-style-type: none"> <li>• The amount of time students in different groups spend on their respective projects is roughly equal</li> <li>• The deliverables for different projects are roughly equal</li> <li>• All projects, despite their difference, contribute to student learning outcomes</li> <li>• The method of assessment for the projects is aligned and fair, considering the different projects</li> </ul>	
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>• If students are working offsite, they are able to physically access the spaces they need to complete the project</li> <li>• Students who cannot physically access the site must be permitted an alternative to be able to complete the assignment</li> </ul>	
<b>Service Agreement</b>	<p>Instructor and outside partner should complete a <a href="#">service agreement</a>.</p> <ul style="list-style-type: none"> <li>• If substantial changes are made to the service agreement template, please notify the <a href="#">Lewtas Office of Experiential Learning (LOEL)</a></li> </ul>	
<b>Non Disclosure Agreement (NDA)</b>	<p>Some industry or community partners will ask students to <a href="#">sign an NDA</a>.</p>	