

**Approval and Verification of Experiential Learning (EL)
Not Automatically Recorded in a Course**

Student Name: _____ **Student ID** _____

Unit(s) ____ or Hour(s) ____ of EL credit completed for this experience

(Student must complete two units, at 14 hours per unit, of EL in order to fulfill the General Education Competencies).

Instructions for Completing the EL Requirement:

1. Proposed experiences for EL credit must meet the criteria specified in the Experiential Learning Outcomes for General Education (see attached rubric).
2. A proposed experience must be granted prior approval from a faculty member (**Part I** of this form).
3. Upon completion of the experience, students must submit a reflective letter (instructions included in **Part II** of this form).
4. When the reflective letter is submitted, the experience will be assessed by a faculty member, according to the criteria specified on the attached rubric (results recorded in **Part III** of this form).

Part I

Please check one of the following and provide the actual date(s) of the experience:

_____ The EL occurred within the structure of the following named course and was evaluated as part of the grade for the course. **Date(s)** _____

_____ The EL occurred outside the scope of a credit-bearing course. **Date(s)** _____

Based on the description of the intended experience, I approve the student's request for EL credit

Intended date of experience _____

Signature (instructor, advisor) _____ Date _____

Part II

To be completed by student:

As a result of the experience, please answer the following questions reflectively, thoughtfully, and with detail appropriate to the intent of the question.

1. Agency, project, or course
2. Agency supervisor, Project Coordinator, or Course Instructor
3. Explain how you applied your academic skills and knowledge during this experience (i.e. leading and planning, application of theoretical concepts, use of techniques or skills).
4. Explain how you demonstrated personal, civic and/or global responsibility during this experience (adherence to agency guidelines, met deadlines, professional communication, completed assigned tasks).
5. Provide examples of your ability to use appropriate interpersonal skills with colleagues, supervisors, and/or beneficiaries (clients, members, patients)(i.e. demonstrated respect, professional communication, led group discussions).
6. Evaluate your personal and professional learning and growth as a result of this experience and indicate how this learning and growth has influenced your personal and professional goals.

Part III

To be completed by student's faculty advisor/course instructor:

I have reviewed the above document, approved ____ (#) EL Units/Hours (circle) for this experience, and completed the EL assessment rubric included on page 2 (Forward to Dept. Assessment Coordinator).

Name _____

Date _____

CC: ____ Faculty Advisor, ____ Course Instructor, ____ Registrar, _____ Mountain Serve

| Experiential Learning Rubric Lock Haven University | | | | |
|---|---|---|---|-----------------|
| CRITERIA | 3 Proficient | 2 Competent | 1 Not Competent | 0 NA |
| <i>1. Develop academic skills and knowledge through learning experiences outside of the structured course setting.</i> | Develop skill and knowledge by making clear decisions, taking initiative, and being accountable. | Develop skill and knowledge by making decisions, taking initiative, or being accountable. | Does not develop academic skills and knowledge through learning experience. | |
| <i>2. Demonstrate personal, civic, and/or global responsibility through action or reflection.</i> | Demonstrates responsibility through reflection, critical analysis, and/or synthesis. | Demonstrates responsibility through action or reflection. | Does not demonstrate personal, civic, and or global responsibility through action or reflection | |
| <i>3. Use appropriate interpersonal skills with colleagues, supervisors, and clients/beneficiaries.</i> | Shows an ability to use interpersonal skills in work environment with empathy, understanding, and respect. | Uses interpersonal skills by listening and being genuine. | Does not use interpersonal skills with others in an appropriate manner | |
| <i>4. Use the learning experiences to evaluate personal goals as preparation for Real-world success.</i> | Analyzes experiential learning experience in a way that personal goals are evaluated as they relate to achieving success in real-life experience. | Shows understanding of connection between learning experiences and personal goals for real life experiences | Does not relate real life learning experiences to personal goals. | |
| *Selection of level of criteria can be based on student/faculty/supervisor evaluations. | | | | |
| *Criteria 1, 2 and 4 must be scored. Criteria 3 NA may be used as appropriate. The use of NA for criteria must be addressed in the "Action(s)" summary tab. | | | | |