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

**CONTACT INFORMATION**

Office Director

 Name:

 Title:

 Email:

Main Contact

Name:

Title:

Email:

Date:

**OVERVIEW**
*Insert here a general overview of the experience noting the following:*

* *A brief description of the experience*
* *Who is served by the program?*
* *Who is involved? Please attach brief bio of individual(s) overseeing the program*

**Steps for Notation on Student Experience and Achievement Record**

**1) QUALIFIED EXPERIENCE WITH INTEGRATION OF KNOWLEDGE**

*Include bullet points 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 UP TO (no more than)* three *Profiles of Learning (IUPUI+) which best describe the expected learning outcomes tied to the experience*

**Please include a list of the learning outcomes of this experience and map them to your selected IUPUI+.**

**2) REFLECTION**

*Include bullet points that explain the kinds and levels of student reflection that occur as part of the process as well as the evaluation of reflections.*

* *Students must engage in critical analysis (e.g., guided reflection) linking examination of the experience to learning objectives, professional and personal development, and the IUPUI+.*
* *Evaluation of reflections should lead to further intellectual discussion and further reflection on personal growth, academic and professional development, IUPUI+, concepts of civic engagement and responsibility.*

**3) ASSESSMENT**

*Include bullet points that describe the assessment plan for determining that, based on the experience, the student learning outcomes were achieved.*

* *A clear assessment plan must be outlined reflecting both student learning as well as the effectiveness of the actual experience in relation to experiential learning and community outcomes.*
* *Assessment plan must demonstrate student learning in relation to the experience as a whole, the relevant IUPUI+, and personal growth in relation to civic engagement and responsibility.*

**Please attach a copy of the instrument(s) used to assess student learning**

**4) DATA MAINTENANCE AND SECURITY**

*Include bullet points that describe how the data collected on reflection and assessment is securely stored.*

**5) WORKFLOW SUMMARY reflecting which IUPUI+ are the focus of the experience and which individuals will be reviewing and approving at each level**

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience Criteria** | **IUPUI+** | **Summary** | **Individual responsible for verification (Name/Title)** |
| Experience with Integration of Knowledge |  |  |  |
| Reflection |  |  |  |
| Assessment |  |  |  |
| Final Office Approval |  |  |  |
| Registrar Approval |  | Review workflow document for completeness | Individuals in Registrar’s Office with authority to approve |

**6) OTHER INFORMATION NEEDED**

1. Check under which of the approved Achievement Categories this experience should reside

Diversity \_\_\_ Global Engagement\_\_\_ Internships/Career Development\_\_\_ Leadership\_\_\_

Research\_\_\_ Service\_\_\_ Creative Expression\_\_\_

1. Suggested **Experience Title** (75 character limit)
	1. If **Experience Subtitle** needed (50 character limit), enter here (*ex: TITLE: Sam H. Jones Community Service Scholar, SUBTITLE: Alternative Break Co-Coordinator*)

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It is expected that each student completes all requirements outlined in this document or that the Director has reviewed and approved any exceptions before a request for addition of the achievement to the record is initiated.

Once Registrar Approval is complete, automatic update to SIS.

**For Use by Approving Council**

Proposal Reviewed and Approved by:

Date: