

# Experiential Learning Faculty Toolkit



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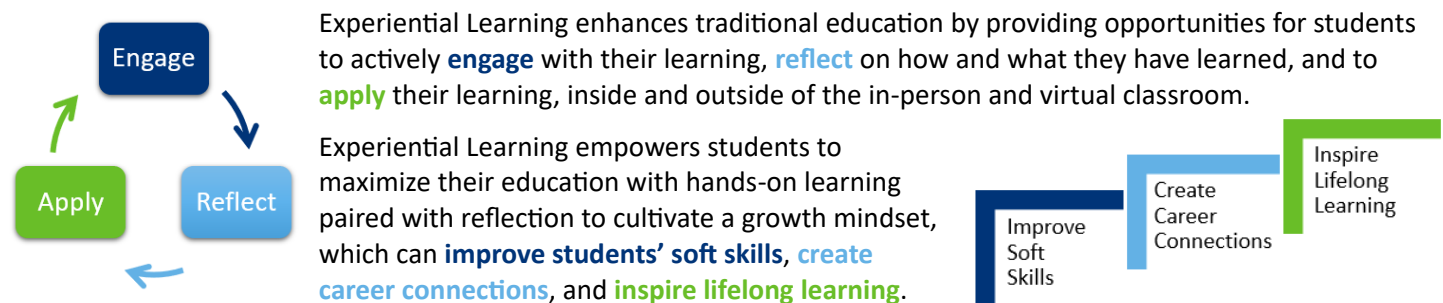
## Introduction

St. Johns River State College (SJRS) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and must reaffirm this accreditation every 10 years. Part of the reaffirmation process includes developing a Quality Enhancement Plan (QEP), a five-year action and implementation plan. The QEP is designed to enhance student learning outcomes and/or student success while further strengthening SJRS's educational mission.

The objective of SJRS's QEP, *The Viking Experience: Core to Career*, is to improve student learning and student success in developing career awareness and career skills by engaging students in high-impact Experiential Learning opportunities in Core General Education courses.

Are you interested in participating in the QEP by adding Experiential Learning activities in your course(s)? Are you wondering how you can do this effectively and efficiently? The Experiential Learning Faculty Toolkit has resources to help you design and implement high-impact Experiential Learning opportunities in your course(s).

## What is SJRS's definition of Experiential Learning?



## Types and examples of Experiential Learning activities

Type	Co-curricular	Service Learning	Field Experience	Extra-curricular
Explanation	Experiential Learning activities that support course curriculum and students' academic learning.	Experiential Learning activities that support student learning and engagement via intentional community service.	Experiential Learning activities focused on applying learning in the (career) field, typically over an extended period (one week or more).	Experiential Learning activities outside of the course curriculum that support student engagement & leadership development.
Examples	<ul style="list-style-type: none"> <li>• Research Project</li> <li>• Problem- Based Learning</li> <li>• Presentation (in person, live online, or video)</li> <li>• Science Lab</li> <li>• Field Trip (as part of course)</li> <li>• Guest Speaker (part of course)</li> <li>• Panel Discussion (part of course)</li> </ul>	<ul style="list-style-type: none"> <li>• Vikings Days of Service Projects</li> <li>• Community Service</li> <li>• Civic Engagement</li> <li>• Environmental Projects</li> <li>• Volunteer Work with local non-profit organizations</li> <li>• Volunteer Tutoring</li> </ul>	<ul style="list-style-type: none"> <li>• Job Shadowing</li> <li>• Field Interviews</li> <li>• Micro-Internships</li> <li>• Internships</li> <li>• Apprenticeships</li> <li>• Clinicals</li> <li>• Practicums</li> <li>• Student Teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Student Clubs</li> <li>• Interest Groups</li> <li>• Sports</li> <li>• Career Fairs &amp; Career Events</li> <li>• Field Trip</li> <li>• Guest Speaker</li> <li>• Panel Discussion</li> <li>• Student Conference</li> <li>• Professional Conference</li> </ul>

Alamo Colleges District. (n.d.) Alamo Experience: Experiential Learning Model Resource Guide. Career & Experiential Learning.  
<https://www.alamo.edu/siteassets/pac/experience-pac/campus-life/career-experiential-learning/alamoexperience-resource-guide.pdf>

## Why should I apply to add Experiential Learning to my course(s)?

- To provide your students a high-impact Experiential Learning experience that will assist them in developing career awareness and career skills.
- To support SJR State's [QEP](#), [Mission](#), and [Strategic Plan](#).
- To ensure that SJR State's QEP results in a thriving institution-wide culture of Experiential Learning.

## How do I ensure that my proposed Experiential Learning activity supports the QEP's mission?

- Align the activity with one of the four types of Experiential Learning activities found in the chart above.
  - The activity should demonstrate the **real-world relevance of your subject** and allows student(s) to cultivate and apply one, or more, of the following six [National Association of Colleges and Employers \(NACE\) Competencies](#):
    - Communication
    - Critical thinking
    - Leadership
    - Professionalism
    - Teamwork
    - Technology

### AND/OR

- The activity should help students understand the alignment between the course content and potential career paths ([EXAMPLES](#)).
- Require students to complete the **Experiential Learning Student Self-Reflection Assignment** empowering them to bridge the gap between their course curriculum and its practical applications in developing essential career skills.

## When can I apply to add an Experiential Learning activity to my course(s)?

- You can apply to add an Experiential Learning activity to your course(s) during the annual application window, which will occur each Spring semester from January through March.
- Upon approval of your application (which may take up to 8 weeks for the review process), you are encouraged to incorporate the activity into all sections of your course(s) by the subsequent Fall or Spring semester.

*For Example:* If you submit an application in Spring 2024, the approved activity should be implemented by Fall 2024 or Spring 2025.

## How do I apply to add an Experiential Learning activity to my course(s)?

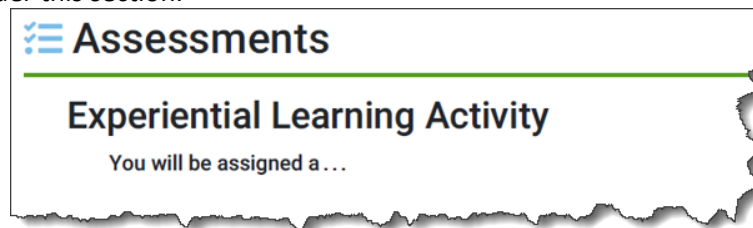
- [Click here](#) to review resources and examples of approved Experiential Learning applications.
- Complete and submit an [Experiential Learning Application](#) for each course you intend to add an Experiential Learning activity. **Please note that applications for laboratory-only courses are not accepted at this time.**
- Once submitted, your application will be reviewed by Experiential Learning Faculty Leads and you will receive an email notification once your application is approved.

## My Experiential Learning activity has been approved; now what?

After approval, the steps you need to follow to ensure your course(s) can be marked as **Experiential Learning Certified** will differ depending on whether your course(s) are classified as Core General Education or Non-Core General Education. Please consult the appropriate section that corresponds to your approved course(s') classification.

### Core General Education Actions:

1. Update Canvas to include the approved Experiential Learning activity in **all sections** of the approved course(s).
2. Ensure that the following items are incorporated into your Canvas course(s) as part of your approved Experiential Learning activity.  
**NOTE:** Live links to these items will be provided to you directly, by email, upon approval of your activity.
  - a. **Core Course-to-Career Pre-Survey**, completed by the student prior to the Experiential Learning activity.
  - b. **Experiential Learning Student Self-Reflection Assignment**, completed by the student after the Experiential Learning activity.
  - c. **Core Course-to-Career Post-Survey**, completed by the student after the Experiential Learning activity.
3. Revise the **Assessments** section of all relevant Concourse syllabi to include a dedicated "Experiential Learning activity" heading. Provide specific details about the planned activity under this section.



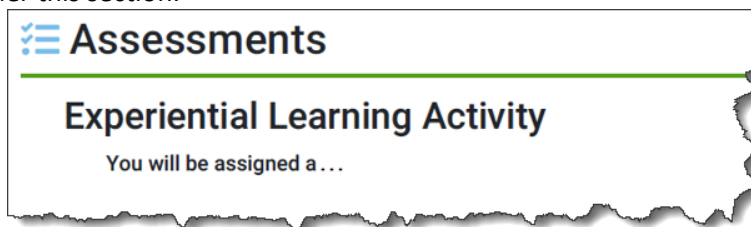
4. Email a copy of the updated Concourse syllabi to [QEPteam@SJRstate.edu](mailto:QEPteam@SJRstate.edu) **45 days** before the term when the Experiential Learning activity will be implemented.
5. Once the QEP team receives your Concourse syllabi and confirms the addition of the Experiential Learning Activity, your course will be officially marked as **Experiential Learning Certified**.

### Non-Core General Education Actions:

1. Update Canvas to include the approved Experiential Learning activity in **all sections** of the approved course(s).
2. Ensure that the following item is incorporated into your Canvas course(s) as part of your approved Experiential Learning activity.

**NOTE:** A live link to this item will be provided to you directly, by email, upon approval of your activity.

- a. **Experiential Learning Student Self-Reflection Assignment**, completed by the student after the Experiential Learning activity.
3. Revise the **Assessments** section of all relevant Concourse syllabi to include a dedicated “Experiential Learning activity” heading. Provide specific details about the planned activity under this section.



4. Email a copy of the updated Concourse syllabi to [QEPteam@SJRstate.edu](mailto:QEPteam@SJRstate.edu) **at least 1 week** before the term when the Experiential Learning activity will be implemented.
5. Once the QEP team receives your Concourse syllabi and confirms the addition of the Experiential Learning Activity, your course will be officially marked as **Experiential Learning Certified**.

## How long should the approved Experiential Learning activity remain in my course(s)?

- It is expected that, once your course(s) have been marked as **Experiential Learning Certified**, an Experiential Learning activity that aligns with the QEP’s mission will remain in all sections of your approved course(s).
- You have the flexibility to modify the activity to ensure it remains fresh and relevant, but it is important that you continue to include the appropriate assessment links (i.e., Student Self-Reflections) based on whether the course is Core General Education or not.

**NOTE:** If you plan to make any updates or modifications to your initially approved activity, please send an email to [QEPteam@SJRstate.edu](mailto:QEPteam@SJRstate.edu) to let us know, prior to making any updates or modifications.

## Where are the Experiential Learning Student Self-Reflection Assignments going?

- All students must complete the self-reflection assignment using the provided Experiential Learning Student Self-Reflection Assignment Link.
- Responses will be centrally collected and assessed by the QEP Experiential Learning Faculty Leads to maintain consistency in the QEP Assessment Outcomes.

## What if I want to grade or give credit for my students’ Experiential Learning Self-Reflection Assignments?

- Instruct your students to submit the assignment to the provided Experiential Learning Student Self-Reflection Assignment link **and** separately to you through Canvas.

### Experiential Learning Self-Reflection Assignment Prompt:

Write a reflection of 150-250 words about your Experiential Learning (EL) activity. In writing your reflection, answer the questions in order and ensure to number each of your answers to align with the questions.

1. Summary of the experiential learning activity you participated in.
2. How the EL Activity connects to course content and to your academic knowledge.
3. Did you experience growth intellectually, creatively, emotionally, or socially because of this activity? If so, describe. If not, why not?
4. Explain how the activity impacted your education planning or career planning.

How much are the stipends for implementing an Experiential Learning activity in my course(s)?

Type of Course	Amount for Certified Course
Core General Education Courses	\$500 for new courses and \$250 for additional courses
Non-Core General Education Courses	\$350 for new course and \$150 for additional courses

When will I receive my stipend?

You will receive your stipend(s) at the end of the term of implementation.

**NOTE:** All required action items listed earlier in the document must be completed to ensure receipt of the stipend(s).

Have questions or need assistance?

Please send an email to [QEPteam@SJRstate.edu](mailto:QEPteam@SJRstate.edu) if you have any questions or need assistance.