

Experiential Learning Opportunities (ELO's) provide students with hands-on opportunities to develop work-essential skills and promote an educated, more qualified workforce for the region.

Participating in ELO's benefit students by:

- Developing collaborative initiatives, connecting education and industry.
- Facilitating student preparation, persistence and completion.
- Fostering flexible and affordable paths to obtaining knowledge and skills.
- Promoting skill development, preparing students to be informed, thoughtful and productive.
- Engaging students academically, exposing them to diverse ideas, and preparing them for future employment and/or transfer opportunities.

The table below represents ELO types as defined by the Title III Grant:

ELO Definitions	
Course Embedded	<ul style="list-style-type: none"> ✓ Requires students to perform authentic tasks to reveal knowledge and skills ✓ Allows students to demonstrate their ability to apply conceptual understanding
	<ul style="list-style-type: none"> • Clinical experiences • Job-shadowing • Project-based learning • Creative works • Capstone courses • Study abroad • Research projects • Field observations – learning through observation and interaction with the environment • Fieldwork experiences– allow students to explore and apply content learned in the classroom in a specified field (i.e. lab settings, dig sites, etc.)
Service Learning	<ul style="list-style-type: none"> ✓ Equally benefits the provider and recipient ✓ Integrates community service and/or academic study ✓ Balances learning goals and service outcomes ✓ Involves reflection that contributes to a deeper understanding and better application of subject matter
	<ul style="list-style-type: none"> • Action research – results are communicated to the agency so that it can be used to address community needs • One-time group service projects • Campus-based service • Volunteering • Multiple course projects – one instructor engages in one project but it spans multiple courses
Work Experience	<ul style="list-style-type: none"> ✓ Paid or unpaid ✓ Allows students to engage professionally by developing their networking, team building, and corporate communication skills ✓ Prepares students to take ownership of their professional journey ✓ Usually includes a predefined scope of work and/or learning objectives
	<ul style="list-style-type: none"> • Apprenticeships • Internships • Cooperative education experiences • Work-and-Learn (GO FAME, GO CAREERS, TECH X, etc.)

* **To develop and offer an on- or off-campus ELO, complete this application and submit it, along with other required documents, to the Experiential Learning Center (ELC).** Faculty who develop and offer a qualifying ELO may be eligible to receive a **\$550 stipend**, paid after project implementation. If you need help, please contact the ELC via email at octc.elc@kctcs.edu or phone at **(270)852-8143**.

I. Instructor and Course Information

Instructor Last Name: _____ Instructor First Name: _____

Course: _____ Section: _____ Class #: _____

Department: _____ Department Head: _____

***ALL FIELDS REQUIRED**

To measure effectiveness of the ELO experience, provide the following information:

1. Project Scope – *complete Section II regarding Project Scope.* Project outline should include:

- Key goals, objectives, & learning outcomes
- Project timeline (include start and end dates)
- How experience will support students' soft skill development and/or career readiness.
- Collaborative partners (include name and affiliation)
- Project processes
- Potential barriers to success
- Relation to field of study
- Success evaluation criteria

2. Project Guidelines - define clear expectations by establishing project guidelines and share with students in written form via course syllabus, handout, rubric, etc. *Share this document with the ELC.*

3. Reflective Component – reflection is a critical aspect associated with ELO's and should be included in the project. Please incorporate a task (class discussion, paper, presentation, discussion board, etc.) that contains a reflective component. *Include details in project guidelines.*

II. Project Scope

Project: New Improved Existing

ELO Type: Course-Embedded Service Learning Work Experience

Project Title: _____

Project Outline:

Additional space for project outline on page 5

***ALL FIELDS REQUIRED**

4. **Professional Development (PD)** – to support development of new ELO's and/or to improve existing ELO's, faculty will participate in experiential learning PD opportunities (ELC sponsored PD workshop, site visit to a model ELO college, experiential learning conference or webinar, etc.). **You must participate in at least one experiential learning professional development opportunity prior to project implementation.** *Submit PD documentation to the ELC upon completion.*
5. **Feedback** - upon project completion, you and your students will receive a survey via KCTCS email seeking feedback on effectiveness of ELO project. *This information is critical to the Title III Grant.*
6. **Sustainability** – to stimulate growth and student success, increasing the number of OCTC faculty who develop new and/or improve existing ELO's **annually** is critical. To foster project sustainability, ELC staff will coordinate with OCTC faculty by providing support services to facilitate development and implementation of these educationally purposeful activities. *Complete Section III regarding sustainability/project continuation.*
7. **Budget** - funding is available for expenses associated with the ELO project, such as equipment, supplies, and travel costs. *Complete Section IV regarding project expenses. Note - must include each item required to complete the project, estimated cost of item, and brief rationale to describe the items purpose in relation to the project.*
8. **Photo/Video** - The ELC is required to observe and capture project milestones and results. *Please provide the ELC with pictures during the project that can be shared via social media postings to help promote awareness of student experiential learning. If you do not have the means to capture photo/video during project implementation, contact the ELC for assistance.*

III. Project Continuation/Sustainability

Is this a one-time project? Yes No

Will project be offered each semester following approval? Yes No

Will you be requesting funds each semester? Yes No

Will you be offering a new/improved project each semester? Yes No

***ALL FIELDS REQUIRED**

IV. Budget

Item	Rationale	Estimated Cost
Total:		

ELO's should be designed learning experiences that consist of the following elements:

1. Opportunity for reflection, critical analysis, and/or synthesis
2. Opportunity for students to take initiative, make decisions, and be accountable for the results
3. Opportunity for students to engage intellectually, creatively, emotionally, socially, or physically
4. Opportunity to learn from natural consequences, mistakes, and successes

The table below presents examples of unique ELO ideas generated by OCTC faculty and staff:

On- and Off-Campus ELO Ideas/Examples Developed by OCTC Faculty/Staff	
Work Experience	<ul style="list-style-type: none"> • Agriculture Studies majors interning with OCTC's nature center or local farmers • Criminal Justice majors interning with OCTC security or law enforcement agencies • Education majors interning with OCTC's Adult Education/English Language Center • Social Work majors interning with OCTC counseling or local non-profits • Public Relations majors interning with OCTC public relations or local non-profits
Service Learning	<ul style="list-style-type: none"> • STEM majors volunteering with FIRST Lego League competition hosted by OCTC • Fine Arts majors volunteering with OCTC's Common Read program or non-profit community events • Allied Health students volunteering with healthcare providers • STEM students volunteering with summer academies, hosted each summer in STEM areas
Course Embedded	<ul style="list-style-type: none"> • Education majors shadowing OCTC faculty or other local educators • Human Service and Public Relations majors serving as OCTC student ambassadors • Writers, musicians, theater, and other groups participating in "open mic" events • Students from all programs participating in "TED-Ed Club" experiences • Nursing majors operating a nurse office or clinic on-campus • Veterinary Tech majors operating an animal care clinic on-campus • Information Technology majors operating a campus computer/cell repair business

V. Certification and Signatures

Your ELO application cannot be processed until the ELC receives all required documents. We will review all requested information and contact you if additional information is needed.

Application Checklist	<input type="checkbox"/> Instructor and Course Information <input type="checkbox"/> Project Guidelines <input type="checkbox"/> Professional Development <input type="checkbox"/> Project Continuation/Sustainability <input type="checkbox"/> Photo/Video	<input type="checkbox"/> Project Scope <input type="checkbox"/> Reflective Component <input type="checkbox"/> Feedback <input type="checkbox"/> Budget <input type="checkbox"/> Signatures (faculty and department head)
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Faculty Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

***ALL FIELDS REQUIRED**

Project Outline:
