



ETEAL Funded Initiatives' Handbook

Spring 2018

In this handbook you'll find a list of the requirements of your ETEAL funding award, resources for applied learning, a calendar of important date and deadlines in the Spring 2018 semester, and information that will help you implement your ETEAL project successfully.

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Spring 2018
ETEAL and
ALTC Events

**ETEAL Funded
Initiatives
Orientation**

Tuesday January 16th,
10:00am-11:00am

**ETEAL RFP and
Proposal Writing
Workshop**

**CALHE: The
Conference on
Applied Learning
in Higher
Education**

March 8th-10th

Pre-Semester Checklist

○ **Purchasing Equipment and Materials**

Your ETEAL funds for supply and material purchases are available now and we encourage you to order all supplies as early as possible. You can begin working with your administrative associate to place your supply orders now and you can find more information about ordering supplies in the [Purchasing section](#) below. If you run into any problems with accessing funds or purchasing supplies, contact ETEAL@uncw.edu. **All materials and supply orders should be received and receipted by no later than February 15th** **Send information about any Graduate Assistant(s) on your project to ETEAL@uncw.edu**

If your project is receiving funding to support a Graduate Assistant, send their information including their name, 850 ID number, and a brief description of their duties and role in the project to ETEAL@uncw.edu. Once we have this information we can start processing their graduate assistant stipend.

○ **Including the [ETEAL Assessment Notification paragraph](#) in either your syllabus or course blackboard site**

Send your syllabus, with this Notification Paragraph, to ETEAL@uncw.edu
All ETEAL projects are required to include the ETEAL Assessment Notification paragraph in their course syllabus and/or listed prominently on their course blackboard page. This paragraph explains the ETEAL assessment process and also explains to students that we may use photos of their applied learning experience or anonymous excerpts from the reflections they write in reports or presentations. Students can opt out of being included in photos or videos or having anonymous excerpts from their reflections used.

If your ETEAL supported experience is not a course or does not have a syllabus or blackboard course page, contact ETEAL@uncw.edu as soon as you possible for a separate ETEAL notification form.

○ **Plan your Intention reflection exercise and prompts**

Completing an Intention reflection is one of the most important foundation pieces to every ETEAL experience. Your students should complete their intention exercise within the first few class meetings, after they've been briefed on their applied learning project but before they begin in earnest. For more information on how to craft your Intention exercise, see our [Intention Guide](#) here on the ETEAL site:

<http://uncw.edu/eteal/resources/documents/SampleIntentionPromptandExamples.pdf>

Required Student Notification – Syllabus due by 1/31/18

As mentioned above, all students taking part in an ETEAL supported experience need to read and agree to the following paragraph. For most students, this can be accomplished by including this paragraph in your course syllabus, whether you use a physical syllabus or host it on the course blackboard page. If you do not use a syllabus or a course blackboard page, however, you will need to contact ETEAL@uncw.edu to receive this notice as a form that your students can fill out and return.

ETEAL Supported Experience Participation Notice

This applied learning experience is part of ETEAL—Experiencing Transformational Education through Applied Learning. One or more assignments/reflections in this course have been chosen for the purpose of assessing ETEAL’s impact. The assignment/reflection will be graded by your instructor as explained in your syllabus. Any separate scoring of the assignment/reflection for the purposes of ETEAL assessment WILL NOT affect your grade in the course, or any other course work at UNCW. Through your participation, you will help the university to identify potential ways to improve the quality of applied learning experiences and enhance student learning. All work submitted will remain confidential and we will remove all identifying information before your work is read and scored. Anonymous excerpts from your reflections may be used for research and documentation purposes. In the process of this experience, photos may be taken of your applied learning activities and may be used for promotions, reporting, or educational purposes. If you do not wish to appear in any photos or would not like your image used in this way, please notify your instructor.

Purchasing for ETEAL Projects

Note for all ETEAL Project Purchasing: Please make sure that your ETEAL project title and/or Primary Instructor name is attached to all purchase orders or travel requests so that our Business Officer knows the request is attached to your ETEAL project.

- **MATERIALS, SUPPLIES, OR EQUIPMENT:**
 Almost all materials, supplies, or equipment you might need can be purchased through uShop or with the assistance of your Administrative Associate. Be sure to coordinate supply purchases with your Administrative Associate and copy our business officer, Trent Rackley (rackleyf@uncw.edu) on all supply orders so that he can provide the ETEAL funds.
- **TRAVEL**
***Important:** All travel that occurs as part of an applied learning experience must be listed as a required component on your course syllabus.*
 Travel that occurs for an ETEAL Project can be entered by your Administrative Associate. Make sure they know that the expenses will come from ETEAL, not from their departmental fund. Additionally, please remember that travel reimbursements must be completed within 30 days of your return.
- **GUEST SPEAKERS AND EXTERNAL CONTRIBUTORS**
 The process for securing guest speakers often depends on where the guest speaker is employed and on their travel needs. If your project has approved funding for a guest speaker or other external contributor, please contact ETEAL@uncw.edu to coordinate this process.
- **FACULTY STIPENDS**
 Faculty stipends will be processed as supplemental pay. You will receive a portion of your stipend each month that your project is active, so if your project is active for four months you will receive one quarter of your total stipend each month. Graduate Assistant stipends work similarly.
- **OTHER MATERIALS OR SERVICES**
 For other materials unavailable through uShop, or anything else that doesn't fit into the categories above, your Administrative Associate can assist you with the purchasing process. Be sure to coordinate all ETEAL purchases and expenditures with Trent Rackley (rackleyf@uncw.edu) and contact ETEAL@uncw.edu if you need to make any changes to your project budget.

Schedule of Important Dates, Deadlines, and Events

Spring 2018

1/31	Send your course syllabus or a link to your course blackboard page in to ETEAL@uncw.edu or hicksr@uncw.edu before February 1 st , 2018. You must include the ETEAL Notification Paragraph in your syllabus or on your blackboard page.
By Request	Critical Reflection prompt feedback help At any point during your project, you can contact ETEAL@uncw.edu or any of our ALTC Fellows or Assistant Fellows to review your prompts and help you improve your reflection assignments.
4/16	Student end-of-experience survey begins
4/26 Reading Day	Student end-of-experience survey due
5/9	All student reflections and other work products due
5/11	Instructor end-of-experience survey begins
6/4	Instructor end-of-experience survey Due
6/4	Instructor reflections due

ETEAL Student Learning Outcomes

Intention

- Students articulate their expectations, their purpose, and/or the goals of the experience in terms of their personal educational development
- This is most commonly accomplished with an intention reflection or similar exercise within the first 2-3 course/project meetings

Application of Knowledge

- Students synthesize knowledge drawn from their previous and current coursework to address the issues, challenges, and questions involved in the experience
- By the end of the experience, students should be able to demonstrate that they have applied things they already knew from previous courses as well as what they've learned in their current coursework to the problems and challenges they faced in the experience at hand

Critical Reflection

- Students will communicate the impact or significance that the experience had on their personal educational development

Evaluation of Impact

- Students will communicate the impact or significance on others in the profession or in the field.
- Critical Reflection and Evaluation of Impact are the capstone elements of the ETEAL experience. Students should be able to critically examine what they learned, experienced, it's significance beyond this one semester, and any potential impact it might have on their future or the future of others.

ETEAL Reflections – Prompts and Resources

As part of your Applied Learning project, your students will need to complete at least two reflections to submit to ETEAL. The first, their Intention Reflection, should be completed within the first 2-3 meetings of your course/project. The second, their final reflection, should be completed at the conclusion of the experience, usually on or by the last class meeting.

Intention Reflection

Students complete an Intention Reflection in order to frame their applied learning experience. The process of reflecting before the experience begins should help students articulate their goals and the purpose of the project, explain what they hope to get out of the experience, and how they hope to achieve the stated learning outcomes of the course.

When you design the prompts for this reflection, be sure to ask students to examine/explain why they chose to participate in this experience, what they hope to gain in terms of personal, educational, and/or career goals, and the impact they hope to make on others, the community, or their discipline through this project.

Final Reflection

The Final Reflection should help students critically examine their experience and what they have learned through their ETEAL course or project as well as helping them cement the skills and understand they gained along the way. Students must discuss how they have applied previous and current coursework to the project, reflect on the strengths and perspective they have gained, and consider the impact of the experience both on themselves and their community/discipline/field.

Final Reflection prompts should be broad enough to avoid single sentence or 'Yes/No' answers, but also specific enough to ensure that students critically reflect on the experience at hand. Finding this balance can be difficult and we have gathered a number of resources to help you with the creation of both final and intention reflection prompts.

[Designing Intention & Reflection Prompts worksheet](#)

[Examples of strong Intention and Final Reflection prompts](#)

[The ETEAL Reflection scoring rubric](#) (Used in our annual scoring events to assess reflections)

Other Reflections

In addition to the required Intention and Final Reflections, some instructors choose to include additional reflections throughout their ETEAL project. Weekly Journals, regular check-ins or class discussions, or online discussion boards have all been used as additional reflections in the past. Additional reflections are not required, but if your students complete them we do ask that you submit them to ETEAL along with their Intention and Final Reflections.

Submitting Reflections

All electronic reflections can be sent to ETEAL@uncw.edu. If you have any difficulties with sending your reflections via email or to the ETEAL inbox, please notify hicksr@uncw.edu so that we can work out a delivery method.

If you only have hard copies of your students' reflections, you can either scan and send these to ETEAL@uncw.edu or we can arrange for someone to pick up the reflections, scan them, and return them to you.

When Submitting reflections, please make sure your students' names are attached to their reflections. This helps us match intention and final reflection products as well as allowing us to track students who take part in multiple ETEAL courses. We remove all of the students' identifying information before anyone reviews your students' reflections. In addition to the reflections, we also need **a copy of the prompts or assignment that your students responded to in writing their reflections.**

ETEAL Reflections and ETEAL End-of-Experience Surveys

While all ETEAL students should complete final reflections as part of their applied learning experience, we also send ETEAL students a separate electronic Survey at the end of their experience. This end-of-experience survey asks your students five short questions about their experiences with applied learning and critical reflection in the past. When we combine the results from this survey with the student's critical reflections, it gives us a much more complete, holistic picture of the impact of applied learning at UNCW and the results of this survey help us advocate for additional applied learning support and resources.

ETEAL, the ALTC, and sharing your ETEAL Project

The Applied Learning Teaching Community is a network of all instructors at UNCW who engage in applied learning teaching practices. While there is a core group of ALTC faculty associates and fellows who design and host applied learning workshops, everyone involved in applied learning at UNCW, especially in ETEAL projects, is a member of the ALTC. ALTC events and workshops are a great way to both learn about new applied learning techniques and ideas and to share your own experiences and work, and it's also one of the best ways to meet potential collaborators for new interdisciplinary projects.

ALTC workshops and resources

Each semester, the ALTC hosts a number of applied learning workshops, showcases, and receptions that range from short faculty development workshops to casual receptions celebrating ETEAL funded faculty and staff. These ALTC events are a great way to share your ideas, discuss challenges you've faced in your courses, exchange best practices and solutions, and find new collaborators and partners for your project. In particular, the Applied Learning Summer Institute that occurs every summer before the fall semester begins is an excellent place to catch up on new Applied Learning best practices, and develop new ETEAL project ideas.

The ALTC Faculty fellows and assistant fellows are also available throughout the year and you can contact them to discuss challenges or questions you have about applied learning projects, receive feedback about an ETEAL proposal, or just trade ideas about applied learning across disciplines.

ALTC Class and Site Visits

Throughout the time that your project is active, ALTC fellows and assistant fellows may ask if you'd be willing to let one or two ALTC members stop by and visit your ETEAL course. We're always excited to see students engaged in applied learning in real time and it's also a great opportunity to take photos and promote your applied learning project as well. While we do capture evidence of the learning that goes on in your project through the students' critical reflections, sometimes there's no substitute for a good picture and a couple student quotes explaining how much of an impact their applied learning experience has made on them. If you'd be willing to let an ALTC representative stop by and visit your ETEAL course for 10-15 minutes, let us know and we'll be glad to see your applied learning project in action!

Other Applied Learning Resources

[The Applied Learning Idea bank \(CTE/CFL\)](#)

[NSEE standards and practices in Experiential Education](#)

[AAC&U 8 Key Elements of High Impact Practices](#)

[ETEAL Assessment Requirements](#)

[Frameworks and examples of Critical Reflection Prompts](#)

[Examples of Instructor Critical Reflection Prompts](#)

End of Semester Checklist

○ **Assign and collect student Final Reflections**

To complement the Intention reflection exercise(s) your students completed earlier in the semester, your students will need to complete a Final Reflection on what they've learned and accomplished in the ETEAL project. You can assign and collect these reflections at any time before the semester ends, but we suggest you have your students complete their Final Reflection within the final two weeks of your project.

Example prompts [available here](#) and an ALTC Reflection prompt workshop will be announced later in the semester.

○ **Remind students to take end-of-experience survey:**

Open from 4/16 to 4/26

At the end the semester, your students will each receive a link to an applied learning survey that gathers information about their past experiences with applied learning and critical reflection. This brief 5 question survey is separate from your student's reflections. Giving your students class time to respond to this survey is optional but will help significantly increase our response rate. If your project concludes before the end of the Spring Semester, let us know so that we can send your students this survey sooner.

○ **Submit all student reflections (intention & final): Due 5/9**

By no later than the last day of your project you should submit all of the reflection products you've collected throughout the semester, including Intention and Final reflections. Electronic reflections should be e-mailed to ETEAL@uncw.edu or hicksr@uncw.edu. Physical copies can be scanned and sent or mailed to Robert Hicks at campus box #5900.

Note: Student names must be attached to all reflections, and you must include your reflection prompts/assignments with your submission as well.

○ **Complete Instructor end-of-experience survey: Closes 6/4/18**

As with the student survey, all ETEAL instructors will receive a survey about their experience teaching applied learning & critical reflection. This survey closes 6/4/18

○ **Submit Instructor critical reflection: Due on 6/4/18**

Instructor Reflections on your ETEAL project should be completed by June 4th, 2018. You are free to follow your own reflection prompts for the instructor reflections but we have also provided sample Instructor Reflection prompts on our website, [available here](#). These can be submitted to ETEAL@uncw.edu or hicksr@uncw.edu just as with the student reflections.