

ETEAL Funded Initiatives – End-of-Semester Checklist

There are a number of important ETEAL deadlines in the final month of the semester, As your ETEAL project reaches its conclusion, this checklist will help you keep track of , read over the following checklist and make sure you've got everything prepared for your ETEAL project this semester.

○ 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: 4/18-4/29

On April 18th, 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. It opens 4/18 and closes on 4/29. Please encourage your students to complete the survey when you see them in class. Giving your students class time to respond to this survey is optional but will help significantly increase our response rate.

○ Submit all student reflections (intention & final): Due 5/7/16

By May 7th, 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: Your students' names should be attached to all of their reflection products. We need their names attached for record keeping and tracking students across semesters and we will remove all identifying information before anyone reviews their work.

○ Complete Instructor end-of-experience survey: 5/1/16-5/20/16

As with the student survey, all ETEAL instructors will receive a survey about their experience teaching applied learning & critical reflection. This survey closes 5/20/16.

○ Submit Instructor critical reflection: Due 6/3/16

Instructor Reflections on your ETEAL project should be completed by June 3rd, 2016. 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.

