

ETEAL Funded Initiatives – Early Semester Checklist

Before the semester begins, read over the following checklist and make sure you've got everything prepared for your ETEAL project this semester.

○ **Purchasing Equipment and Materials**

We encourage you to purchase any equipment, materials, or supplies you might need for your project as soon 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](#) of your [ETEAL Instructor's handbook](#). If you run into any problems with accessing funds or purchasing, contact ETEAL@uncw.edu.

○ **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

Because students will be asked to complete critical reflections and submit them to ETEAL at the end of the experience, we need them to read and agree to everything that goes along with that. In essence, the notification paragraph explains to students that they will be expected to complete a critical reflection as part of this course and that ETEAL will use that in a separate assessment process, outside of any grading done for the course itself. This separate assessment, however, will not negatively impact the student in any way.

This paragraph 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 excerpts from their reflections used, but the rest of the notice is a requirement of participation. You can find this paragraph in the [ETEAL Instructor's Handbook](#), page 3.

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 can. We will give you the notification as a form that your students can fill out and return.

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

Having your students complete 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>

