ELO Designation Application Instructions

There are three steps involved in submitting an application to have an Experiential Learning Opportunity (ELO) Designation attached to your course.

**Step 1: Provide general information about your course.**
*In this section, the application will ask:*

- If your course has been offered before, and if so, the year and semester it was last offered (we welcome faculty to apply for a Learning in Action Fellowship if their course has not yet been offered).
- If your course is/was cross-listed. If so, the application will ask you to list any cross-listed departments.
- If your course has any prerequisites. If so, the application will ask you to list those prerequisites.
- If your course syllabus is currently available in UA’s Online Syllabus Management System (OSM). All courses with an ELO designation must have a syllabus available in the OSM.

**Step 2: Provide specific information about your course.**
*In this section, the application will ask:*

- Whether you are a faculty/staff member who is teaching the course or whether you are seeking a designation for a course you are responsible for, but taught by someone else.
- About the course objectives and student learning outcomes of the course that relate to experiential learning (these can likely be extracted from your current syllabus).
- About the ways your course addresses UA’s six best practices of experiential learning (intentionality, preparedness, monitoring/feedback, reflection, assessment, and evaluation). Descriptions of each best practice are included in the application itself.
- About the most appropriate descriptors for your ELO—you will be able to select the two that are most appropriate.

**Step 3: Provide the name and email of your department/chairperson.**

- This information will assist us in providing a list of all applications submitted to appropriate faculty and staff and assists in maintaining transparency in our process.

*Before beginning the application, it is suggested that you have materials at hand that will be requested. If you have any questions about the application itself, or the process of submitting the application, please contact the director of the Learning in Action Quality Enhancement Plan (QEP) at experience@ua.edu.*

*Applications will be accepted on a rolling basis for Summer 2018 and Fall 2018 courses, until March 19th.*

*We look forward to receiving your application!*