University of Pacific
Experiential Learning (EL) Overload Compensation Intent Form

Instructions
1. Instructor completes the Course Information section below and submits the Intent Form, a Learning Plan, and an Assessment Plan to Department Chair and/or Dean for signatures. See page 2 for Learning Plan and Assessment Plan & Report guidelines.
2. School submits Intent Form, Learning Plan, and Assessment Plan to the Office of the Provost no later than the end of the first month of classes. Late forms will not be accepted.
3. At the end of the term, instructor must submit a copy of grade sheet to Department/School to verify final enrollment. Instructor must also submit the assessment report.
4. School completes the Final Compensation section and completes a Payment Voucher. School then submits Intent Form, verification of grades, and assessment report to the Office of the Provost for final approval.

Course Information
Instructor: ___________________________ Dept: ___________________________
School/Unit: ___________________________
Approved EL Course Number: __________ Course Title: ___________________________
CRN: __________
Term & Year: __________

Projected Enrollment: _______ Projected Units: _______
Number of Students: _______ @ 4 units = _______ Units
Number of Students: _______ @ 3 units = _______ Units
Number of Students: _______ @ 2 units = _______ Units
Number of Students: _______ @ 1 unit = _______ Units

Instructor Signature: ___________________________ Date: __________

Administrative Approval
(Completed in Advance)

Department Chair Signature (if applicable): ___________________________
Date: __________

Dean Signature: ___________________________
Date: __________

NOTE: Chair and Dean Signature above also indicates approval of Learning & Assessment Plans.

Office of the Provost Signature: ___________________________
Date: __________

Final Compensation Approval
(Upon Completion of Term)

Grade Sheet Verification Date: ___________ Staff Initials: _______

Number of Students: _______ @ 4 units = _______ Units
Number of Students: _______ @ 3 units = _______ Units
Number of Students: _______ @ 2 units = _______ Units
Number of Students: _______ @ 1 unit = _______ Units

Final Enrollment: _______ Final Units: _______

Compensation Voucher & Completed Intent Form Submitted to Provost Office Date: ___________ Staff Initials: _______

EL COMPENSATION INTENT FORM (UPDATED 01/2013) PAGE 1 OF 2
EL Learning Plan, Assessment Plan & Assessment Report

The Experiential Learning Oversight Committee (ELOC) is committed to insuring quality experiential learning opportunities are available for Pacific students. In pursuit of this goal, ELOC is interested in the types and levels of learning that transpire through these opportunities as well as ensuring that faculty use assessment data for monitoring student learning and program improvements. For these reasons, ELOC requires faculty seeking compensation for supervising students who are engaged in experiential learning to file a Learning Plan and Assessment Plan with the initial EL Intent Form. Additionally, faculty is required to prepare and file a 1-2 page Assessment Report with their Department Chair at the end of the term for review and approval of content prior to final submission to ELOC.

Faculty should be selective in choosing objectives/outcomes that will be assessed such that the assessment project is meaningful, useful and yet manageable for the faculty member. If the experiential learning opportunity is offered as a course or for a group of students who are engaged in the same experiential learning opportunity with similar learning outcomes, the Assessment Plan and Assessment Report can each collect and analyze this data collectively.

Learning Plan to accompany initial Intent Form shall consist of the following:
1. **Learning Outcomes**: List of student learning outcomes as result of the EL opportunity
2. **Student Output**: Brief description of types of work, experiences, activities, papers and/or projects that student will undertake
3. **EL Course Hours**: Approximate number of hours student will be engaged in the EL opportunity
4. **Student Learning Agreement** (may substitute course syllabus)

Assessment Plan to accompany initial Intent Form shall consist of the following:
1. **Proposed Outcomes for Assessing Student Learning**: List the student learning objectives/outcomes that will be assessed for this experiential learning opportunity.
2. **Alignment with University-wide Objectives**: Specify the alignment of the objective/outcomes selected for the assessment project with the University-wide learning objectives (i.e., Major Field Competence, Critical and Creative Thinking, Communication, Ethical Reasoning, Collaboration and Leadership, Intercultural and Global Perspective, and/or Sustainability)
3. **Assessment Method**: Describe the method(s) to be used for assessing student learning. Indicate the student work samples that will be assessed and how that work will be evaluated or scored for assessment purposes.

Assessment Report to accompany Final Compensation Approval with grade sheet shall consist of the following:
1. **Project Purpose**: What outcome(s) was/were assessed? How are the outcomes aligned with the University-wide learning outcomes?
2. **Method**: What method was used? What data was collected and how was it scored, evaluated or analyzed? (For off campus internship opportunities, the faculty sponsor will complete a site visit or contact the site supervisor by phone and approximate how many total contact hours were completed with the student and site supervisor?)
3. **Findings/Results**: What results emerge from the data? What do the results mean in terms of student learning? To what extent did students achieve the desired level of learning?
4. **Closing the Loop**: Will anything be done differently next time as a result of what has been learned about student learning?

And, if relevant,
5. **Impact on Other Units**: Is there anything about the students’ learning/performance that other departments should know (e.g., they need more writing instruction, library skills, foundational courses, etc.)?