

Experiential Learning Resource Center

York University's Library of Logistical Resources for Faculty

Instructions

The experiential learning resource center, based on work done at York University, consolidates implementation and compliance information typically housed across numerous campus units into one easy to use website. Centralizing this information removes barriers for faculty creating experiential learning opportunities. This initiative is usually driven by staff of the Center for Teaching and Learning but may require engagement from the Office of the General Counsel, Human Resources, the Office of Research, Community Engagement, or Career Services.

To fill out the following tool,

1. Catalog all forms of experiential learning (e.g., community based learning, internships) available on your campus. (See Section 3 of Integrating Academic and Career Exploration for more information on collecting data regarding experiential learning happening on your campus.) Collect one exemplar opportunity for each experiential learning category.
2. Develop descriptions for each category, use the FAQs provided below or develop your own.
3. Consult with university General Counsel and/or other campus units to determine if parties involved in these experiential learning opportunities are responsible for any compliance procedures.

Three Categories of Experiential Learning:



Course Focused Experiential Learning

Active learning experiences faculty can include in their courses.

- **Reflective Learning Activities**
 - More Details
 - Logistical Resources



Community Focused Experiential Learning

Experiential opportunities that leverage the needs of community partners.

- **Community Based Learning**
 - More Details
 - Logistical Resources
- **Community Based Research**
 - More Details
 - Logistical Resources
- **Community Services Learning**
 - More Details
 - Logistical Resources



Work Focused Experiential Learning

Experiences in which students practice their learning within a working environment and supplement the experience with academic reflection.

- **Placements**
 - More Details
 - Logistical Resources
- **Internships**
 - More Details
 - Logistical Resources
- **Co-operative Education Programs**
 - More Details
 - Logistical Resources

Experiential Learning Resource Center (cont.)

York University's Library of Logistical Resources for Faculty (cont.)



Course Focused Experiential Learning

Reflective Learning Activities

Include a brief definition of reflective learning activities emphasizing the application of theoretical learning to concrete experiences (e.g., role-playing, field trips, guest speakers) and the benefit this pedagogy affords students.



More Details

Use this 'More Details' format for each type of experiential learning.

FAQs

- Explain key features of this experiential learning type and address potential faculty concerns in a question and answer format.
- Sample questions to include:
 - How do students engage in this form of experiential learning?
 - To what extent are community partners engaged/involved?
 - Is priority given to student learning outcomes or community partner needs?
 - How long and how frequently do these experiences occur?
 - How are students remunerated?

Course Example

Provide an example of a course or program at your institution that has successfully included this form of experiential learning. Include the college, title, a description of the course or program and of the experiential learning component in particular. This information can be included in written or video testimonial form.



Logistical Resources

Include all forms, information sheets, or waivers that may be required in a Reflective Learning Activity and indicate the parties responsible for their completion.

Field Trips

Sample forms to include:

- Field Trip Waiver Form
- Field Trip Student Information Form
- Instructor Checklist for Field Trips
- Off Campus Field Trip Request Form

Community Events and Interviews in the Community

Sample forms to include:

- Student Liability Waiver

Experiential Learning Resource Center (cont.)

York University's Library of Logistical Resources for Faculty (cont.)



Community Based Experiential Learning

Community Based Learning

Explain Community Based Learning and the role of community partners who donate their time and their case studies to help students learn through real world scenarios.



More Details (*Repeat 'More Details' section under Reflective Learning Activities p. 171*)



Logistical Resources

Include all forms, information sheets, or waivers that may be required in a Community Based Learning opportunity and indicate the parties responsible for their completion.

Forms and Agreements

Sample forms to include:

- Confidentiality Agreement (if the student is working with sensitive information)
- Assumption of Risks, Responsibility, Release, Waiver, and Indemnity Agreement

Partner Agreements

These forms are typically generated on a case-by-case basis by the university's General Counsel. Include contact information for the general counsel here and a description of a partner agreement.

Sample elements of a partner agreement:

- The role of the community partner
- The role of the student and what they are expected to deliver
- The role of the community partner
- The role of the student and Course Director
- Term of the Agreement and Termination of the Agreement
- Indemnification
- Facilities

Community Based Research

Provide a definition of Community Based Research, a project for students that has been designed in concert by the director of a course and a community partner.



More Details (*Repeat 'More Details' section under Reflective Learning Activities p. 171*)

Experiential Learning Resource Center (cont.)

York University's Library of Logistical Resources for Faculty (cont.)

► Logistical Resources

Include all forms, information sheets, or waivers that may be required in a Community Based Research opportunity and indicate the parties responsible for their completion.

Insurance Coverage

- **Student Health Insurance**

If insurance is required for students in the case of emergencies related to health and wellbeing include that information here. Include information on all available student health plans.

- **General Liability Insurance**

Describe the general liability policy covering the university, students, and faculty against claims from a third party while acting within the scope of their employment or studies. Explain what is not covered by the general liability insurance policy (e.g., individual coverage in the case of personal injury).

- **"Program Required" Insurance**

Include information on insurance for students who are required to take part in Community Based Research. Specify who is eligible for this coverage and which forms are necessary to activate it.

- **"Course Required" Insurance**

Explain here the coverage available to students who are not required to complete Community Based Research to graduate from their program. This may be private through the institution.

Forms and Agreements

Sample forms to include:

- Assumption of Risks, Responsibility, Release, Waiver, and Indemnity Agreement
- Practicum and Health and Safety Checklist
- Student and Partner Declarations
- Student Contract

Partner and Affiliation Agreements

These forms are typically generated on a case-by-case basis by the university's General Counsel. Include contact information for the general counsel here and a description of an affiliation agreement.

Sample elements of an affiliation agreement:

- Obligations of the learning site
- Obligations of the university
- Term of the agreement and termination of the agreement
- Indemnification
- Facilities
- Insurance
- Research agreement
- Data sharing/Transfer agreement

Experiential Learning Resource Center (cont.)

York University's Library of Logistical Resources for Faculty (cont.)

Vulnerable Sector Screening

Explain that organizations in certain sectors may require additional screening due to their work with certain "vulnerable" populations. Provide guidelines on which community based research experiences might require this screening and where faculty can find more information on compliance.

Research Ethics

Remind readers that university research ethics apply to community based research as well and provide a link to these policies.

Community Service Learning

Explain the structured activities located in the local community designed to further student learning goals that comprise Community Service Learning.

▶ **More Details** (*Repeat 'More Details' section under Reflective Learning Activities p. 171*)

▶ Logistical Resources

Include all forms, information sheets, or waivers that may be required in a Community Service Learning project and indicate the party responsible for their completion. *These forms are largely the same as those required for Community Based Research.*



Work Focused Experiential Learning

Placements

Describe these opportunities (also known as fieldwork or practical) for students to practice what they've learned in real world settings while receiving course credit.

▶ **More Details** (*Repeat 'More Details' section under Reflective Learning Activities p. 171*)

▶ Logistical Resources

Include all forms, information sheets, or waivers that may be required for placements and indicate the party responsible for their completion. *These forms are largely the same as those required for Community Based Research.*

Experiential Learning Resource Center (cont.)

York University's Library of Logistical Resources for Faculty (cont.)

Internships

Provide your institution's definition of an internship, usually a supervised work experience with a required reflective component that may or may not be paid.



More Details (*Repeat 'More Details' section under Reflective Learning Activities p. 171*)



Logistical Resources

Include all forms, information sheets, or waivers that may be required for internships and indicate the party responsible for their completion and if any require approval from an additional party (e.g., Career Services).

Forms and Agreements

Sample forms to include:

- Internship enrollment agreement
- Internship terms and conditions
- Internship learning agreement
- Work term report

Co-operative Education Programs

Define the co-op program at your institution and its alternating work/study arrangement.



More Details (*Repeat 'More Details' section under Reflective Learning Activities p.171*)



Logistical Resources

Include all forms, information sheets, or waivers that may be required for co-op program participation and indicate the party responsible for their completion.

Forms and Agreements

Sample forms to include:

- Co-op participation agreement student agreement form
- Co-op student responsibilities document

Research Ethics

Remind readers that university research ethics apply to co-op educational opportunities and provide a link to these policies.