

Tool 2: Experiential Course Map Roles and Responsibilities

Core Roles in Experiential Course Map Development

Role	Responsibilities in the Experiential Course Map Process	Name of Campus Contact/Owner
<p>Senior Sponsor Typically a senior Academic Affairs Leader (e.g., Academic Registrar, Pro-Vice Chancellor of Education, Provost, Head of Academic Affairs etc.)</p>	<ul style="list-style-type: none"> • Set strategic vision and goals for project • Appoint implementation leader and convene steering committee • Communicate purpose and importance of experiential course maps to academic and non-academic staff • Provide funding for project staff and supplies • Approve final experiential course map template 	
<p>Steering Committee (optional) Includes representatives from:</p> <ul style="list-style-type: none"> • 1-5 academic departments • Academic and career advising • The student body • Student services (multicultural offices, disability services, library, etc.) 	<ul style="list-style-type: none"> • Meet monthly during the experiential course map design process • Advise on high-level design and organisation of maps and guidelines for information to include • Ensure that each represented group understands how to use maps • Ensure that map content is relevant to all students and does not present access barriers to participation <p><i>Note: A steering committee is optional, but most institutions find the committee helps ensure that end users understand the purpose of course maps and are committed to their goals and design.</i></p>	
<p>Implementation Leader Typically a senior staff member in career services, but may also be:</p> <ul style="list-style-type: none"> • Assistant/associate vice academic registrar • Advising director • Senior student experience staff member 	<ul style="list-style-type: none"> • Oversee project management for experiential course map development process • Facilitate meetings of steering committee and any focus group(s) • Set project timeline and key milestones • Liaise between implementation team, academic registrar, and other campus units involved in the project • Collect information to include in maps, or supervise staff responsible for this task and give final approval • Supervise staff working on maps 	
<p>Project Staff (optional) Typically a student employee reporting to the implementation leader. For a sample position description, see Tool 4</p>	<ul style="list-style-type: none"> • Gather information for maps from academic and non-academic unit websites based on inclusion guidelines (see Tool 6) • Share experiential course map drafts with academic units for approval • Liaise with campus designers to finalise experiential course map template 	
<p>Department Chairs (or a representative designated by each chair)</p>	<ul style="list-style-type: none"> • Review draft experiential course maps and provide edits and approval <p>or</p> <ul style="list-style-type: none"> • Add programme-specific information to a blank experiential course map template based on inclusion guidelines (see Tools 5 and 6) 	
<p>Designer Typically from communications office, but may be any staff member with design experience</p>	<ul style="list-style-type: none"> • Finalise experiential course map template and ensure compliance with institutional branding and style guide 	

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Additional Contributors to Experiential Course Map Development

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Academic Tutors and Advisors	<ul style="list-style-type: none"> Review experiential course maps for alignment with on-time graduation and student-facing language Advise on additional milestones or experiences to include in maps Be prepared to use maps in meetings with students 	
Admissions	<ul style="list-style-type: none"> Ensure maps are relevant to prospective students Print and distribute maps for use in recruitment (e.g., with secondary school counselors and admissions staff) 	
Student Focus Groups <i>(see Tool 7 for additional detail)</i>	<ul style="list-style-type: none"> Provide feedback on usability and relevance of course maps (language, content, design) Ensure maps are relevant to nontraditional students and other students from underrepresented groups 	
Alumni Relations	<ul style="list-style-type: none"> Provide data on alumni career and further study outcomes for maps 	
Technical College Partners (e.g., Further Education Colleges, Community Colleges, Technical and Further Education Colleges)	<ul style="list-style-type: none"> Ensure maps are relevant to transfers from partner colleges Share maps with technical college students interested in transfer Encourage technical college students to participate in experiential learning and career exploration 	
Employers <i>(see Tool 8 for additional detail)</i>	<ul style="list-style-type: none"> Advise on experiential course map content and timing of milestones Share opportunities and activities to add to maps in relevant fields 	