Scheduling Experiential Learning (EL) Courses

Contents

What are Experiential Learning Courses?

Experiential learning requires two main elements: (1) learning by doing and (2) reflection on this learning as it relates to one's field of study and skills gained (marketable skills). Experiential Learning may occur in an academic course (For-Credit course) or outside the context of a course (Zero-Credit course). Expanded definitions and criteria for experiential learning courses are given at the end of this document.

As UTSA furthers the advancement of Classroom to Career and the QEP: Bold Careers, it is imperative that we track experiential learning accurately.

Scheduling For-Credit Experiential Learning Courses

Attributes and Codes to track For-Credit experiential learning in a course

- **Internship**
  - Tracked using schedule type *Internship* (codes DFF & DIN) and *Practicum* (code CFF)
  - *Note: Courses that have the above schedule type codes DO NOT need an additional attribute*
- **Clinical Teaching**
  - Tracked using schedule type *Supervision* (code MFF)
  - *Note: Courses that have the above schedule type code DO NOT need an additional attribute*

- **Study Away**
  - Tracked using campus *Out-of-State* (campus code 3)
  - *Note: Courses that have the above campus code DO NOT need an additional attribute*
- **Leadership**
  - Tracked using attribute *Leadership Course* (code ZZLD)
- **Research**
  - Tracked using attribute *Undergraduate Research Course* (code ZZUR)
- **Community Engagement/Service Learning**
  - Tracked using attribute *Service-Learning Course* (code ZZSL)

Assigning Experiential Learning attributes in CourseLeaf CLSS

For-credit Experiential Learning (EL) courses have been identified by each college and coded with the appropriate course attribute, if not already being tracked using campus or schedule type code. The attributes should appear under both **Section Attributes** and **Course Attributes** in CLSS. The EL attributes should not be removed from the section if they are present at the course level.

Section Attributes	Course Attributes
Undergraduate Research Course	Undergraduate Research Course
Upper Division course	Upper Division course
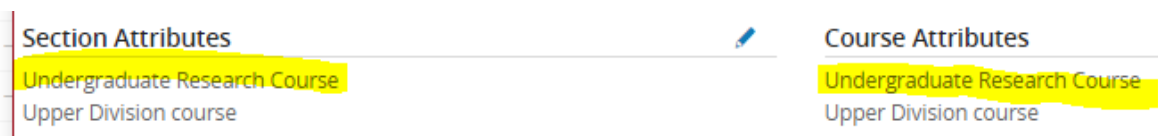
If a specific section of a course should have an EL attribute assigned but it is not assigned at the course level, please contact classroomscheduling@utsa.edu.

A course may have only ONE experiential learning attribute. Courses tracked using schedule type or campus codes should not have an EL attribute (since the course is already being tracked by one of those codes).

At this time, only undergraduate courses will be tracked using attributes.

Scheduling Zero-Credit Experiential Learning Courses

How to use the Zero-Credit courses

As a corequisite for courses that intentionally embed real-world experiences into the curriculum, such as research, internship, fieldwork, etc... that is **not already** being tracked as experiential learning (see For-Credit EL Course criteria below).

As a standalone course for assistance in tracking experiential learning course-related work that is **not** currently being tracked in a for-credit course.

As a tracking mechanism for experiences that occur outside the context of a course such as college peer mentors, students employed or volunteering in labs, or students involved in programs/activities that include experiential learning.

Zero-Credit Course Subject Codes

The following zero-credit Experiential Learning courses have been created for all colleges and may be scheduled through CourseLeaf CLSS:

- ACOB uses course subject code GBA
- COEHD uses course subject code EHD
- KCEID uses course subject code EID
- HCaP uses course subject code HCP
- COLFA uses course subject code LFA
- COS uses course subject code SCI
- University College uses course subject code UCS
- Honors College uses course subject code HON

Zero-Credit Course Numbers

Note: Some colleges may have different numbering/naming dependent upon pre-existing structures.

- **Signature Experience* – Leadership**
  - Course numbers 1100 (lower-division) and 4100 (upper-division)
  - Tracked using the attribute *Leadership Course* (ZZLD)
- **Signature Experience – Internship**
  - Course numbers 1200 (lower-division) and 4200 (upper-division)
  - Tracked using the *Internship* schedule type codes DFF or DIN. An EL attribute should not be assigned.
- **Signature Experience – Research**
  - Course numbers 1300 (lower-division) and 4300 (upper-division)
  - Tracked using the attribute *Undergraduate Research Course* (ZZUR).
- **Signature Experience – Study Away**
  - Course numbers 1400 (lower-division) and 4400 (upper-division)
  - Tracked using the *Out-of-State* campus (code 3). An EL attribute should not be assigned
- **Signature Experience – Community Engagement/Service Learning**
  - Course numbers 1500 (lower-division) and 4500 (upper-division)
  - Tracked using the attribute *Service-Learning Course* (ZZSL)

*The term "signature experience" does not have to be included in the title or can be altered. The colleges have the option to change the language to fit their needs.

Different sections can be created for each course type. For example:

1300.001 Research in Communication Lab
1300.002 Research Semester Workshop

Assigning Experiential Learning attributes in CourseLeaf CLSS

All zero-credit Experiential Learning (EL) courses have been added to the catalog for each college and coded with the appropriate course attribute, if not already being tracked using campus or schedule type code. The attributes should appear under both **Section Attributes** and **Course Attributes** in CLSS. The EL attributes should not be removed from the section if they are present at the course level.

Section Attributes		Course Attributes
==Undergraduate Research Course==	🖉	==Undergraduate Research Course==
Upper Division course		Upper Division course

A course may have only ONE experiential learning attribute. Courses tracked using schedule type or campus codes should not have an EL attribute (since the course is already being tracked by one of those codes).

Zero-Credit Course FAQ

1. Do the zero-credit courses have to be corequisite?
   a. No, but they can be.

2. Do zero-credit courses need attributes?
   a. It depends on the course schedule type. Some of these courses need attributes to identify them as experiential learning. However, the attributes have already been added in CLSS and Banner.

3. What schedule type should zero credit courses be?
   a. Self-Paced, Independent Study, or Internship
   b. **DO NOT USE:** Lecture, Seminar, Lab (these have reporting impacts)

4. How do students get enrolled in zero credit courses?
   a. Colleges can choose from several different ways:
      i. Courses will be open on the class schedule, but they will be hidden from view. Students are given the CRN to register (to have sections hidden from the class schedule, contact classroomscheduling@utsa.edu).
      ii. The course can be coded with a special approval (Department approval required) and departments can provide an override for students to register.
      iii. *A staff/faculty member from the college enrolls students into the appropriate sections. (If students are enrolled using Banner SZAREGS, the Status code should be* **RN** *"Registered-not reported to CB".)*

5. Do zero credit courses count toward a student's financial aid or overall SCH?
   a. No

6. Does a student get a grade for a zero-credit course?
   a. Yes, it will be a Credit/No-Credit

7. Will these courses appear on the official academic transcript?
   a. Yes

8. Will these courses impact GPA?
   a. No

9. Can a student be dropped from a zero-credit course?
   a. Yes. Students can drop themselves via *myUTSA* (formerly ASAP). If they need to be dropped after the drop deadline, the request may be sent to the Registrar's Office (classroomscheduling@utsa.edu). The request must come from the instructor or other college representative.

10. Is there an instructor of record?
    a. Yes.

11. Do these zero credit courses require a syllabus?
    a. No, however, students must be informed they are gaining experiential learning and what NACE competencies this experience is developing

12. Do these zero credit courses require academic work from the student?
    a. Not beyond the experience and reflection on that experience
    b. Reflection on the experience can mean the following:
        i. Evaluating how to articulate this experience on a resume
        ii. Analyzing skills learned in this experience
        iii. Tying this experience back to field of study
        iv. For ideas on reflection see "Effective Debriefing Tools and Techniques" document

13. Will these zero credit courses be in Canvas?
    a. Yes, which means you can add resources (such as reflection and marketable skills resources)

14. Can I put the zero-credit course in an 8-week term (or another part of term)?
    a. Yes.

15. How will zero credit courses appear in a Degree Works audit?
    a. They will appear as other courses do.

16. If a catalog policy requires the experience be complete at graduation, will we follow the normal waiver of major/minor policy if unable to satisfy it?
    a. Yes, **if** you are using the zero-credit course to track your experiential learning graduation requirements.

17. Can we create different sections of these courses?
    a. Yes

18. Does the college/unit have to create a new experience to apply this zero-credit course to?
    a. No, these courses should be used to track experiences that you already have that are not already being tracked.
    b. Apply this tracking method to any future experiences created that fall within the guidelines above.

19. Will an auto-report be generated each semester and sent back to the department/college?
    a. Eventually, that report is not set up yet.

20. I don't like any of the zero credit categories, can I make up a new one?
    a. No, these are based on the national standards of high impact practices. There may be a chance to expand, but not now.

Zero-Credit EL Course contacts in each college

(as of summer 2024)

ACOB
Rosa Garza-Girdy, Assistant Dean
Dr. Mark Leung, Associate Dean

COEHD
Dr. Kristen Lindahl, Associate Dean

COLFA
Dr. Michael Rushforth, Assistant Dean of Experiential Initiatives

COS
Dr. Timothy Yuen, Associate Dean

HCAP
Dr. Alberto Cordova, Associate Dean for Undergraduate Student Success

KCEID
Dr. Arturo Montoya, Associate Dean

Honors College
Dr. Hector Aguilar, Associate Dean for Academic Affairs
Alegra Lozano - Honors Director of Advising

University College
Dr. Rebecca Schroeder, Interim Associate Dean

For-Credit Experiential Learning Course Criteria

Syllabus Notation. Students must be informed they are gaining experiential learning and what NACE competencies this experience is developing.

Internship – Tracked using schedule type *Internship* (codes DFF & DIN) and *Practicum* (code CFF)
> *Note: Courses that have the above schedule type codes DO NOT need an additional attribute*

Clinical Teaching – Tracked using schedule type *Supervision* (code MFF)
> *Note: Courses that have the above schedule type code DO NOT need an additional attribute*

Study Away – Tracked using campus *Out-of-State* (campus code 3)
> *Note: Courses that have the above campus code DO NOT need an additional attribute*

Leadership – Tracked using attribute *Leadership Course* (code ZZLD)

> *Courses should have the following basic criteria to be considered a leadership experience.*

> At least **15 hours of interaction (outlined in the syllabus)** in leadership practice and/or participation where the student is actively engaging and reflecting upon leadership behaviors such as:

- ✓ Inspiring, persuading and motivating a shared vision
- ✓ Leveraging feedback from others to inform direction
- ✓ Receiving feedback on leadership performance
- ✓ Engaging in evaluation of others for growth purposes
- ✓ Using innovative thinking to problem solve and move a task forward
- ✓ Serving as a role model and building mutual trust
- ✓ Planning, initiating, managing, completing, assessing complex tasks utilizing the collective skills of a team

Research – Tracked using attribute *Undergraduate Research Course* (code ZZUR)

Courses should have the following basic criteria to be considered an undergraduate research experience.

At least **51% of time (outlined in the syllabus) experiencing research related activities and reflecting upon those experiences*** focused on the criteria below.

- ✓ **Use of scientific practices**. Asking questions, building and evaluating models, proposing hypotheses, designing studies, selecting methods, using the tools of science, gathering and analyzing data, identifying meaningful variation, navigating the messiness of real-world data, developing and critiquing interpretations and arguments, and communicating findings.
- ✓ **Discovery**. Discovery is the process by which new knowledge or insights are obtained and reflected upon.
- ✓ **Broadly relevant or important work**. Present opportunities for impact and action beyond the classroom; work that fits into a broader scientific endeavor that has meaning beyond the course context.
- ✓ **Collaboration**. Students verbalize their thinking and practice communicating ideas and interpretations either to fellow students in the same discipline or to students in other disciplines.
- ✓ **Iteration**. Students may design, conduct, and interpret an investigation, and based on their results, repeat or revise aspects of their work to address problems or inconsistencies, rule out alternative explanations, or gather additional data to support assertions. Students learn by trying, failing, and trying again, and by critiquing one another's work, especially the extent to which claims can be supported by evidence.

*Learning about research techniques or reading research of others does not qualify. Students much be engaged in the experience of research related to the above criteria.

Community Engagement/Service Learning – Tracked using attribute *Service-Learning Course* (code ZZSL)

Courses should have the following basic criteria to be considered service-learning/community engagement:

- ✓ Relevant and meaningful service with the community; enhanced academic learning that includes reflection on this learning
- ✓ Purposeful civic learning and experience within the community
- ✓ **Minimum 15 community site hours (outlined in the syllabus)**
- ✓ Specific outcomes based on mutual benefit and reciprocity where course learning outcomes align with community organization's capacity building. A "win win" strategy where learning occurs while supporting the community organization's goals and desired outcomes.

Zero-Credit Experiential Learning Course Criteria
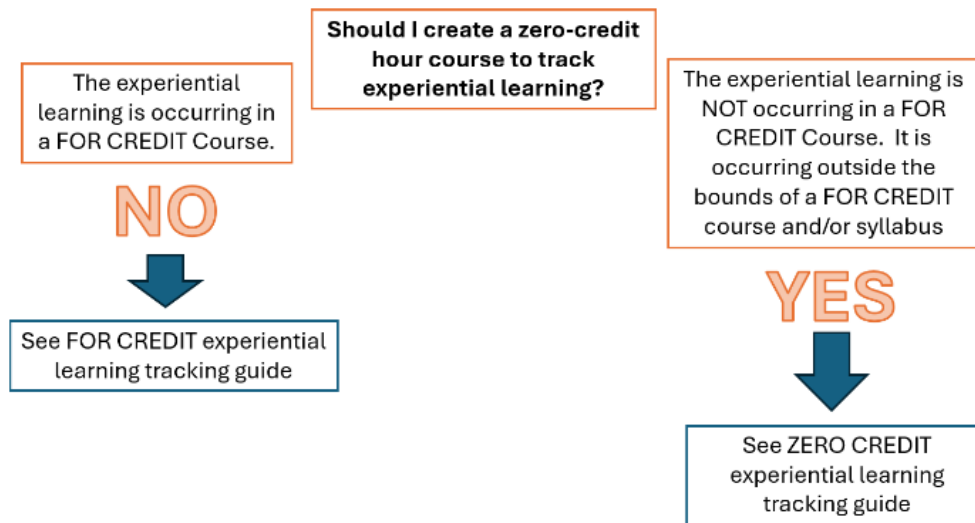
Student Notification. A syllabus is not required for zero-credit EL courses, however, students must be informed they are gaining experiential learning and what NACE competencies this experience is developing.

When to use the Zero Credit courses

As a corequisite for courses that intentionally embed real-world experiences into the curriculum, such as research, internship, fieldwork, etc... that is **not already** being tracked as experiential learning (see FOR-CREDIT COURSES guide above).

As a standalone course for assistance in tracking experiential learning course-related work that is **not** currently being tracked in a for-credit course.

As a tracking mechanism for experiences that occur outside the context of a course such as college peer mentors, students employed or volunteering in labs, or students involved in programs/activities that include experiential learning.

Zero-Credit Course Options Common to All Colleges

Note: Some colleges may have different numbering/naming dependent upon pre-existing structures.

Signature Experience* – Leadership (theory and practice around leadership development)

An opportunity for skill building and application such as self, social, and situational awareness. Students will identify and further develop a personal foundation of knowledge, skills and attitudes related to leadership under a faculty member or mentor's supervision. Includes a monitored self-reflection component. May be repeated.

The Leadership course can also be used for Professional Development activities.

<u>1100 – Leadership</u>

- Supervision and or Mentor**
- Skill building and application such as self, social, situational awareness
- Monitored self-reflection component
- At least 30 hours of interaction in leadership practice/participation

<u>4100 – Leadership</u>

- Supervision and or Mentor
- Skill building and application such as self, social, situational awareness
- Monitored self-reflection component
- At least 60 hours of interaction in leadership practice/participation

These courses are tracked using the attribute *Leadership Course* (ZZLD).

Signature Experience – Internship

An experiential learning internship opportunity in which students conduct supervised professional activities in an organization closely related to their field of study. Includes a monitored self-reflection component. May be repeated.

The Internship course can also be used for:
- students who have maxed out for-credit internship courses or for those internships not associated with a course.
- Field work associated with a course

<u>1200 – Internship</u>

- Supervision by a professional in the field
- Articulation of marketable skills transferability and classroom connections
- Must be repeated experience (built over time)
- At least 30 hours of interaction (on site or remote within the semester)
- Monitored reflection component

<u>4200 – Internship</u>

- Supervision by a professional in the field
- Articulation of marketable skills transferability and classroom connections
- Must be repeated experience (built over time)
- At least 60 hours of interaction (on site or remote within the semester)
- Monitored reflection component

These courses are tracked using the *Internship* schedule type codes DFF or DIN. An EL attribute should not be assigned.

Signature Experience – Research

Research experiences observed and/or mentored by a faculty member or other supervisor engaged in active research in the student's field of study. Includes skill building and application such as asking questions, proposing hypotheses, designing studies, selecting methods, using the tools of science, gathering and analyzing data, discovery, investigating and communicating findings. Includes a monitored self-reflection component. May be repeated.

The Research course can also be used for students employed or volunteering in labs, or a research assistant.

1300 – Research

- Supervision by a faculty member or other research supervisor
- Skill building and application such as asking questions, proposing hypotheses, designing studies, selecting methods, using the tools of science, gathering and analyzing data, discovery, investigating and communicating findings
- Must be a repeated research experience (built on over time)
- At least 30 hours on interaction (on site or remote within the semester)
- Monitored reflection component

4300 – Research

- Supervision by a faculty member or other research supervisor
- Skill building and application such as asking questions, proposing hypotheses, designing studies, selecting methods, using the tools of science, gathering and analyzing data, discovery, investigating and communicating findings
- Must be a repeated research experience (built on over time)
- At least 60 hours on interaction (on site or remote within the semester)
- Monitored reflection component

These courses are tracked using the attribute *Undergraduate Research Course* (ZZUR).

Signature Experience – Study Away

An international or other "away" from UTSA experiential opportunity that allows students to obtain valuable knowledge and skill building to include culturally diverse experiences. Includes a monitored self-reflection component. May be repeated.

1400 – Study Away

- Emersion occurs 'away' from UTSA
- Skill building and application to include culturally diverse experiences
- At least 30 hours of interaction
- Monitored self-reflection component

4400 – Study Away

- Emersion occurs 'away' from UTSA
- Skill building and application to include culturally diverse experiences

- At least 60 hours of interaction
- Monitored self-reflection component

These courses are tracked using the *Out-of-State* campus (code 3). An EL attribute should not be assigned.

Signature Experience – Community Engagement/Service Learning

An experiential and meaningful community-based learning opportunity to enrich the learning experience, develop skills of civic engagement/social responsibility. Supervision/Observation by faculty member or community partner. Includes a monitored self-reflection component. May be repeated.

1500 – Community Engagement

- Supervision by faculty or community partner
- Skill building and application to include civic learning, relevant meaningful service
- At least 30 hours of community site interaction
- Monitored self-reflection component

4500 – Community Engagement

- Supervision by faculty or community partner
- Skill building and application to include civic learning, relevant meaningful service
- At least 60 hours of community site interaction
- Monitored self-reflection component

These courses are tracked using the attribute *Service Learning Course* (ZZSL)

*The term "signature experience" does not have to be included or can be altered. The colleges have the option to change the language to fit their needs. Even if the college has courses that meet the expectations of a signature experience, zero-credit courses are available to assist with **tracking** and acknowledging all experiential learning that is taking place.

**It is understood these are zero-credit courses, therefore the supervisor/mentorship component is strictly for verification that the student completed this experience. It is not as intensive as for-credit experiences.