



## EXPERIENTIAL LEARNING REPORT FORM

### Part A (Planning)

**INSTRUCTIONS:** At Knox, Experiential Learning refers to *learning that occurs through intentional and planned activities outside the traditional classroom which can contribute to professional and/or personal growth*. The project is completed in three stages:

- 1) a plan, developed in advance and approved by the faculty or staff project sponsor;
- 2) the project itself, involving at least 40 hours of activity;
- 3) a reflective essay written at the conclusion of the project.

Part A of this form should be turned in to the academic advisor (or other sponsor) prior to the experience. Both parts A and B must be submitted to the Office of the Registrar after completion of the project. Students who enter Knox after significant adult work experience that seems appropriate as "Experiential Learning" may talk with their advisor about working on a retrospective reflection.

This part of the form is to be filled out prior to the experience

Today's Date: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Name: \_\_\_\_\_ Dates of Experience: \_\_\_\_\_

Term and year of your expected graduation \_\_\_\_\_

Academic Advisor Name: \_\_\_\_\_

Sponsor Name (if different from advisor): \_\_\_\_\_

Type of experience (select one):

- Internship
- Work experience
- Community service
- Off-campus study: Name of program \_\_\_\_\_
  - Study abroad
  - Study in the U.S.
- Independent research/creative work
- Teaching assistantship
- Campus leadership experience
- Other experience (please specify) \_\_\_\_\_

Brief description of planned experience:

What was your primary reason for choosing this experience? (select one)

- Academic/professional growth
- Personal growth
- Intellectual curiosity

What are your objectives in participating in this experience?

Authorizing signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing signature of sponsor: \_\_\_\_\_ Date: \_\_\_\_\_



## EXPERIENTIAL LEARNING REPORT FORM

### Part B (Reflection)

This part of the form is to be filled out after the experience

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Dates of your experience: From \_\_\_\_\_ to \_\_\_\_\_

Provide a brief description of the experience (ca. 150-250 words).

How valuable was your experience to your academic/professional growth?

- Not at all valuable
- Somewhat valuable
- Moderately valuable
- Very valuable

How valuable was your experience to your personal growth?

- Not at all valuable
- Somewhat valuable
- Moderately valuable
- Very valuable

How valuable was your experience to your intellectual development?

- Not at all valuable
- Somewhat valuable
- Moderately valuable
- Very valuable

To what extent has the experience helped provide you a sense of direction for your life after Knox?

- Not at all helpful
- Somewhat helpful
- Moderately helpful
- Very helpful

Reflect on how the experience went, what you learned from it, and how it may influence your future academic or personal life. Some things you might consider include: What was the most valuable part of the experience? What difficulties did you face and how did you respond to them? To what extent were your expectations going into the experience met? What previous experience or study contributed to the success of your experiential learning project? Was there any additional preparation that would have been useful? If you were doing this again, what might you do differently? (ca. 500-750 words).

Authorizing signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

Authorizing signature of sponsor: \_\_\_\_\_ Date: \_\_\_\_\_