



For Students:

1. Check to make sure that your major has not already designated an experience or activity required for your major that satisfies the Experiential Learning requirement.
2. If not, discuss ELA options with your academic advisor.
3. Ask an appropriate UWSP faculty or staff member to serve as your ELA Mentor.
4. Complete I- IV of the ELA Plan Form.
5. Meet with your ELA Mentor to discuss your ELA Plan Form.
 - a. Determine whether the activity is appropriate to achieve the learning outcomes for Experiential Learning.
 - b. If not, work with your ELA Mentor to modify activity or choose a different one.
 - c. Agree on an appropriate reflection type (section V).
 - d. Agree on scheduled meeting dates and times as well as the reflection due date (section VI).
 - e. Sign and date the ELA Plan form.
6. Meet with your ELA Mentor as agreed upon in section VI of the ELA Plan form to discuss how the ELA is going. Use the questions in the ELA Reflection Guide to guide your discussion(s).
7. Request that your ELA Mentor assess your progress.
 - a. If you successfully complete the ELA, your Mentor will indicate completion of the ELA requirement to the Records & Registration office for entry in to your record.
 - b. If not, at your ELA Mentor's discretion, you may reapply to use the same ELA with the same Mentor with the suggested modifications, or your ELA Mentor can request that you choose a new ELA project and/or Mentor.

For Faculty and Staff ELA Mentors:

1. Complete ELA Mentor training.
2. Meet with student and discuss her/his ELA Plan form.
 - a. Determine whether the activity is appropriate to achieve the learning outcomes for Experiential Learning.
 - b. If not, work with student to modify activity or choose a different one.
 - c. Agree on an appropriate reflection type (section V).
 - d. Agree on scheduled meeting dates and times as well as the reflection due date (section VI).
 - e. Sign and date the ELA Plan Form.
3. Meet with student as agreed upon in section VI of the ELA Plan form to discuss how the ELA is going. Use the questions in the ELA Reflection Guide to guide your discussion(s).
4. Using the ELA Assessment Rubric, determine whether student has completed the Experiential Learning requirement.
 - a. If yes, indicate completion of the ELA requirement to the Records & Registration office for entry in to the student's official record.
 - b. If not, at your discretion, student may reapply to use the same ELA with suggested modifications, or you can request that the student choose a new ELA project and/or Mentor.