Applied Learning Experience Orientation Workshop
January 28, 2011
Tarleton Center 130

This workshop covers an overview of the Keeping it REAL initiative and the logistics associated with Applied Learning Experience grants, Chalk and Wire, and other implementation logistics.

The agenda for the workshop is as follows:

1:30 – 1:45  Login and check-in
1:45 – 2:00  Overview of applied learning and grant disbursement
2:00 – 2:30  Leading students to a good reflection
2:30 – 3:15  Blackboard/Chalk and Wire demo
3:15 – 3:30  Questions?
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Welcome
- Initial the sign-in sheet
- Make sure you can login to Blackboard/Chalk and Wire
- Agenda

Resources
- REAL Website
  - http://www.tarleton.edu/real/
  - Will be updating this with information, opportunities, and list of experiences.
- Resources:
  - QEP Coordinator
  - ALE offices
  - REAL Council

Keeping It R.E.A.L.
- The mission of "Keeping it REAL" is to engage the student in applied learning in order to broaden and strengthen their real-world connections to experiences inside and outside the classroom, thus transforming the baccalaureate degree at Tarleton into a distinctive educational experience.

What is Applied Learning?
- Applied learning experiences engage students in real-world situations requiring them to put into action the knowledge and skills they are developing through academic coursework as well as extracurricular activities.
- These experiences help students connect academic learning to the real world, enabling them to obtain and enhance the knowledge and skills required for employment, further education, and active participation in local communities.

Applied Learning Areas
- Applied learning experiences for this initiative may fall into one or more of the following areas:
  - Undergraduate Research – Russell Pfau
  - Service Learning – Johnny Robinson
  - Leadership – Johnny Robinson
  - Internship/Practicum – Darla Doty
  - Study Abroad/Study U.S. – Marilyn Robitaille
Student Learning Outcomes

- Students will analyze how this applied learning experience enabled them to apply what they learned from their courses, both in major and core curriculum areas, and from their extracurricular experiences to the real world.
- Students will evaluate how the applied learning experience expanded their views of academic, political, social, cultural, and/or economic environments and prepared them to contribute more meaningfully to a global society.
- Each applied learning office also has SLOs
  - [http://www.tarleton.edu/real/SLOs/GeneralSLOs.html](http://www.tarleton.edu/real/SLOs/GeneralSLOs.html)

Professional Development Outcome

- Faculty/staff supervisors will teach and model for students the intellectual practices needed to analyze connections between content knowledge and real-world phenomena.
  - The experience is more than just adding an e-portfolio component
  - The experience supervisor may wish to periodically engage the students in discussions related to the SLOs.
  - This is an opportunity to develop new courses, partnerships, etc.
  - Experiences may result in publications

For the Students

- As students engage in applied learning experiences, they will develop an e-portfolio. This is an important means by which the students can showcase key skills to potential employers or graduate programs.
- The value of an experience is often realized when one looks back on the experience and analyzes its impact. Thus each experience will require a written analytical reflection.
- Students who successfully complete a number of applied learning experiences will receive special recognition at graduation and on their diploma. This is a valuable distinction for their résumé and prompts questions regarding their experiences and e-portfolio.

Criteria

- Each applied learning office has specific criteria.
  - [http://www.tarleton.edu/real/Criteria/General.html](http://www.tarleton.edu/real/Criteria/General.html)
- A syllabus/contract is needed that will:
  - This activity is being conducted as an applied learning experience and a description of how that will be accomplished.
  - The REAL SLOs.
  - The applied learning office SLOs.
  - The inclusion of the e-portfolio reflection as a required component.
  - The inclusion of at least one additional e-portfolio artifact as a required component.

By offering this applied learning experience, you agree to:

- Implement your strategies for achieving the SLOs
- Evaluate the required reflection according to the REAL rubric.
- Require and evaluate at least one additional artifact related to the experience.
- Provide feedback to the student on their reflection and other e-portfolio submissions so as to help them develop a quality e-portfolio.
- Complete any requirements related to the applied learning office SLOs.
- Complete the post-ALE survey.

Grant Incentive

- Operational guidelines are posted on the website.
- Grant funds may be used as either stipend(s) for the awardee(s), non-stipend such as student worker, materials, travel, etc., or a combination.
  - All payroll funds, including student workers, will be processed through the Payroll Office and will require completion of a PAF.
  - If the non-stipend expenditures total less than $1500, the awardee(s) may receive the balance as a stipend through payroll.
- Stipends will be dispersed upon receipt of all of the project deliverables. Non-stipend funds will be available upon processing of the New Account Request and signature card by Business Services.
Logistical Items

- Please complete your application updates and return them to me as soon as possible (T-0508)
- Please return the signed ALE contract.
- Once I have your updated application and contract, I will initiate the account request.

Conclusion

- Please do not be shy about asking questions.
- Please do not be shy about offering feedback for program improvement.
- We hope that you choose to serve as an advocate of applied learning experiences in your department or division and encourage others to develop or implement experiences.
  - A campus wide workshop will be offered in the fall, followed by another call for proposals.

Questions
Operational Guidelines for Disbursement of Applied Learning Experience Grant Funds

As part of Tarleton's Quality Enhancement Plan (QEP), incentive grant opportunities are provided to faculty and staff to develop and implement Applied Learning Experiences (ALEs) across campus.

The operational guidelines for disbursement of Applied Learning Experience (ALE) grant funds are as follows:

1. ALE grants are in the amount of $1500.
2. Sub-accounts will be established under the QEP account as ALE grants are awarded.
   a. The grant recipient will sign ALE contract.
   b. Upon receipt of the signed contract, the QEP Coordinator will initiate a new account request including the budget limitation option for each grant recipient.
   c. Business Services will implement a budget limitation of $1500.00 on the sub-account.
   d. Once the sub-account is issued the recipient will receive a memo from Business Services with a signature card that needs to be returned to Business Services upon completion.
3. Grant funds may be used as either stipend(s) for the awardee(s), non-stipend such as student worker, materials, travel, etc., or a combination.
   a. Stipend amounts will be treated as payroll.
   b. If the non-stipend expenditures total less than $1500, the awardee(s) may receive the balance as a stipend through payroll.
4. All payroll funds, including student workers, will be processed through the Payroll Office and will require completion of a PAF.
5. Fund disbursement requires the following project deliverables:
   a. Signed ALE Contract.
   b. Fulfillment of the conditions set forth in the syllabus/contract provided with the application.
   c. Evaluations of the required reflection according to the REAL rubric.
   d. Evaluations of at least one required additional artifact related to the experience.
   e. Completion of requirements related to the applied learning office.
   f. Feedback to the student(s) on their reflection and other e-portfolio submissions so as to help them develop a quality e-portfolio.
6. Stipends will be dispersed upon receipt of all of the above project deliverables. Non-stipend funds will be available upon processing of the New Account Request by Business Services. If project deliverables are not provided within 30 days of project completion, the grant recipient will be required to reimburse all expenditures either by department transfer or personal funds.
7. The contract conveying this information to the awardee is attached.
Applied Learning Experience Contract
Real-world Experiences Applied to Learning
www.tarleton.edu/real
real@tarleton.edu

Date: __________________________
Awardee: __________________________
ALE Title: ________________________________________________________

You have received funding in the amount of $1,500.00 to develop and implement an Applied Learning Experience. Please complete this form and return it to Dr. Denise Martinez, QEP Coordinator, through campus mail (T-0508).

The funds will be used for (check all that apply):

_____ Stipend for the awardee(s)
_____ Student worker(s)
_____ Other, including materials, travel, etc.

Deliverables:

☐ Signed ALE Contract.
☐ Fulfillment of the conditions set forth in the syllabus/contract provided with the application.
☐ Evaluations of the required reflection according to the REAL rubric.
☐ Evaluations of at least one required additional artifact related to the experience.
☐ Completion of requirements related to the applied learning office.
☐ Feedback to the student(s) on their reflection and other e-portfolio submissions so as to help them develop a quality e-portfolio.

Stipends will be dispersed upon receipt of all of the above project deliverables. Non-stipend funds will be available upon processing of the signature card by Business Services. If project deliverables are not provided within 30 days of project completion, the grant recipient will be required to reimburse all expenditures either by department transfer or personal funds.

________________________________________________________________________
ALE fund awardee Signature(s)  Printed Name(s)  Date

________________________________________________________________________
Department Head/Supervisor Signature  Date

For QEP internal use only: Subaccount #: __________________________
Getting Started with Chalk and Wire Contact Information

Need a Training Session in Chalk & Wire for You or Your Students?

Contact: CITDE’s Faculty Innovation and Training
Phone: 254-968-9307
Email: hanna@tarleton.edu
Walk-in: Tarleton Center Rm 131

Experiencing a Technical Issue in Chalk & Wire? Questions about Student Access to Chalk & Wire?

Contact: CITDE’s Online Instructional Support
Phone: 254-968-1960 or Toll Free 1-866-744-8900 - Option 3
Email: support.citde@tarleton.edu
Walk-in: Tarleton Center Rm 131

Helpdesk Hours
Monday – Thursday: 8:00 am - 10:00 pm
Friday: 8:00 am - 8:00 pm
Saturday and Sunday: 2:00 pm - 10:00 pm

*Please note: There will be three days of student user loads during the Spring 2011 semester. Once your student information is received, your students will be granted access to the Keep it REAL Blackboard Course and Chalk & Wire on the next date that is scheduled. Please fill out and submit the form in the QEP Blackboard course as soon as possible.

Spring Load Dates:

February 2, 2011 - 12th class day
March 15, 2011
April 15, 2011

Any information received after the last load of April 15, 2011 will be loaded as time permits.