

Proposing an Activity for Fulfillment of the EL Requirement

(as an exception to the approved list of courses/activities).

Please submit this form to the office of Associate Dean Martin Kagel (316 Old College) at least one month in advance of the start of the activity. Send electronic submissions to Karen Coker (kcoker@uga.edu).

Your UGA faculty/staff mentor should sign this form, indicating endorsement of the activity and commitment to evaluating your learning outcomes at the conclusion of the activity.

I. General Information

To be completed by the student.

STUDENT

Name: _____

UGA 810 Number: _____

Email: _____

Phone: _____

Franklin and other majors: _____

Anticipated graduation date: _____

ACTIVITY

TITLE OF ACTIVITY

BRIEF DESCRIPTION OF ACTIVITY

DATES FOR ACTIVITY: *Start:* _____ *End:* _____

WEBSITE FOR THE ACTIVITY (*if applicable*): _____

UGA SPONSORING DEPARTMENT: _____

UGA ACTIVITY SUPERVISOR

Name: _____

Title: _____

Email: _____

Phone: _____

WHY ARE YOU ASKING FOR THIS EXCEPTION?

Continue to Part II

II. Detailed Description of Project/Activity

To be completed by the student with guidance from the Activity Supervisor.

NOTE TO ACTIVITY SUPERVISOR

- Approved activities will involve student engagement at least equivalent to the depth and/or time commitment of a one-credit course.
- Approved activities will involve regular response to student work by the Activity Director and/or Supervisor, supporting student reflection and integration of learning through the activity.

(1) Engagement and Mentorship: These are required elements for any EL activity.

ENGAGEMENT: Describe the extent of your involvement in the activity.

MENTORSHIP: Describe the nature of feedback, supervision, and mentorship you will receive.

(2) Learning Outcomes: Demonstrate learning outcomes in at least two of the following three areas.

CHALLENGE: Describe how you will engage in intellectually adventurous activity, pushing your own boundaries, exploring unknown territory, developing new knowledge and skills.

OWNERSHIP: Describe how you will exercise independent judgment in defining and/or executing the activity, or otherwise take ownership of the process and outcomes of the activity.

SELF OR SOCIAL AWARENESS: Describe how you plan to reflect on the activity (i.e., reflective writing, group discussions, discussion with mentors, journal writing, blogs, etc.).

STEPS TO TAKE BEFORE ACTIVITY

1. Student completes both parts of this form and signs;
2. Form must be signed and approved by the activity supervisor;
3. Form must be signed and approved by the **Franklin College Certification Officer, Associate Dean Martin Kagel**
 ☞ *Martin Kagel, Office of the Dean, Franklin College of Arts and Sciences, 316 Old College, Athens, GA 30602*

SIGNATURES

Student: _____ Date: _____
 Activity Supervisor: _____ Date: _____

☞ You can also send a scan of your preliminary, signed form to Karen Coker at kcoker@uga.edu ☞

FOR FRANKLIN COLLEGE DEAN’S OFFICE USE ONLY

ACTIVITY APPROVED
 Martin Kagel, Associate Dean: _____ Date: _____

— Certification Officer keeps a copy of this form and returns original to the student. —

ACTIVITY NOT APPROVED
 Explanation:

STEPS TO TAKE UPON COMPLETION OF ACTIVITY REQUIREMENT

1. Form must be signed and approved by activity supervisor;
2. Supervisor forwards copy of the original approved form to the **UGA Office of Experiential Learning Administrative Manager, Kay Stanton**, so that it may be recorded in the student’s Degree Audit.
 ☞ *Kay Stanton, Office of Experiential Learning, 308 New College, University of Georgia, Athens, GA 30602*

ACTIVITY SUPERVISOR APPROVAL

Activity Supervisor: _____ Date: _____

☞ You can also send a scan of your final, signed form to Kay Stanton at ugael@uga.edu ☞