

LEARNING BEYOND THE CLASSROOM

Faculty/Staff Sponsor Checklist

1 Students submit paper to LBC Sponsor

- Students must email faculty/staff sponsors the 1000 word LBC reflection paper by the due date indicated on the student's application.

2 Approval or Revisions

The reflection paper is reviewed by Sponsor for acceptability based on the following criteria:

- Paper must be at least 1000 words (not including name, title, or header information)
- Paper demonstrates ability to relate the LBC experience to at least one of the educational elements of the University. This includes courses, the General Education Requirements (Foundations and Perspectives of Understanding), and/or the Strategic Directions of the University.
 - Student identifies element by name.
 - Student relates LBC experience to educational element in multiple ways.
- Paper demonstrates ability to articulate what structured learning has helped the student to understand the LBC experience. Structured learning refers to classroom learning or LBC experience related training.
 - Student articulates multiple examples of what structured learning has helped them to understand the LBC experience.
 - Student completely integrates reflections on how their learning has helped them to understand the LBC experience.
- Paper demonstrates ability to articulate learning from the LBC experience that is distinct from the classroom setting or how the learning gained from the LBC experience can influence the student's classroom experience.
 - Student gives specific examples and clearly articulates how the LBC experience is distinct from the classroom setting, or the student gives specific examples and clearly articulates how the LBC experience can influence the student's future classroom experience.
- If a paper does not fulfill the above criteria, send the paper back to the student for revisions.

3 Sponsor forwards approved paper to Dr. Adina Elfant

- Email accepted papers to Adina Elfant, Director, adina.elfant@wne.edu.
- Please note in your email that you have accepted the paper. If the paper is not acceptable, return it to the student. Discuss feedback and a possible revision and re-submission of the paper.

The Office of Learning Beyond the Classroom
2nd floor, Campus Center
413-782-1687
lbcoffice@wne.edu
www1.wne.edu/lbc