ALE Renewal Instructions
Use this form to notify the REAL Council of renewal of an ongoing Applied Learning Experience. Additional information regarding definitions, outcomes, and criteria can be found on the REAL website:

http://www.tarleton.edu/real/

Guidelines:
• Continuing ALEs must be renewed once per year, or every 2 years for course-based experiences offered on a biennial cycle.
• Renewable experiences are not eligible for ALE grants.

Submit the completed renewal document to the REAL Council via email (real@tarleton.edu) or campus mail ( attn: Wayne Atchley, Box T-0508).

For questions or assistance, please contact Dr. Wayne Atchley (watchley@tarleton.edu, x9601), the appropriate ALE office, or your college/division’s REAL Council representative (see REAL website).

ALE Criteria: http://www.tarleton.edu/real/Criteria/General.html

• The experience must address each of the REAL student learning outcomes (SLOs).
• The experience must meet the specific ALE area criteria and SLOs.
• The experience must require students to submit a written reflection of their experience in an e-portfolio that answers, at a minimum, the questions related to the REAL SLOs.
  o The supervisor must assess the students’ written reflections with the given rubric and provide this data to the QEP Coordinator.
• The experience must require students to submit at least one additional artifact in their e-portfolio such as a poster presentation or PowerPoint related to the experience.

ALE student learning outcomes (SLOs): http://www.tarleton.edu/real/SLOs/GeneralSLOs.html

• Students will analyze how this real-world experience enabled them to apply what they have learned from their courses, both in the major and core curriculum areas, and from their extracurricular experiences.
• 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.

Faculty/staff outcome: http://www.tarleton.edu/real/SLOs/GeneralSLOs.html

• The faculty/staff member(s) supervising the experience will teach and model for students the intellectual practices needed to analyze connections between content knowledge and real-world phenomena. We hope students and/or the supervisor are able to generate publications and/or presentations as a result of this experience.
Application for Renewal of an Applied Learning Experience

1. General Information
   Title of Experience: ________________________________
   Instructor/Supervisor: ______________________________
   Department/Division: _______________________________

2. Which type of Applied Learning Experience (ALE) are you proposing (mark one)?
   □ Undergraduate Research  □ Service Learning  □ Leadership
   □ Internship/Practicum  □ Study Abroad/Study U.S

3. When will this experience be conducted (semester/year): ______________________

4. Student Participation:
   • Estimate the number of students participating in this experience: ___________
   • Estimate the number of hours each student will spend on the experience: _______

5. List any partnering faculty, staff, disciplines, organizations, companies, etc. ___________

6. Is this experience being done for course credit? (circle/boldface one)  Yes  No
   • If this is for course credit, provide the following information:
     Subject Prefix: _________ Course number: _________ CRN: __________
     Course title: _______________________________________________________

7. Briefly describe any changes to the applied learning experience.

8. Attach a syllabus or contract for the experience that includes:
   a. A statement notifying the participants this activity is being conducted as an applied
      learning experience and a description of how that will be accomplished.
   b. The REAL and ALE area SLOs.
   c. The e-portfolio reflection and at least one additional artifact as a required component.

9. By offering this course/experience as an applied learning experience, you agree to:
   a. Have the students utilize an e-portfolio (e.g. Chalk and Wire) for at least the reflection
      and additional artifact associated with the experience.
   b. Complete any requirements related to the ALE area.
   c. Provide feedback to the student on their reflection and other e-portfolio submissions so
      as to help them develop a quality e-portfolio.

Signature: ________________________________ Date: __________
(Typed signature is sufficient for electronic submission)