

FFC Experiential Learning Requirement: Non-Credit Project Application Guide

The [guidelines](#) for the Experiential Learning requirement of the Forester Fundamental Curriculum (FFC-EL) specify that the FFC-EL is equivalent to a one-course workload (150 hours) and it allows students to

- (a) apply knowledge acquired in their Lake Forest College coursework and
- (b) build hands-on skills in a new context.

Although most students will fulfill the FFC-EL requirement with a credit-based project, students can also satisfy the requirement with a **non-credit experiential project** (e.g., career-related summer employment; on-campus employment; non-credit internship; non-credit peer teaching; non-credit peer mentoring; non-credit peer tutoring; non-credit research; organization, publicity, senior recital performance).

- Note: a non-credit experiential activity or project may only be undertaken by *juniors* or *seniors* (sophomores, with the support of a faculty project supervisor, may appeal to the FFCIS Chair).

If you seek to satisfy the FFC-EL requirement with a **non-credit experiential project**, then you must complete: (a) the application/approval stage and (b) the completion stage. This guide concerns only the application/approval stage. There is a separate guide for the completion stage.

To complete the application/approval stage, follow these steps:

1. Determine an appropriate faculty project supervisor. A suitable project supervisor should have expertise in a subject area that is closely connected to the project and should be able to evaluate whether the skills and/or knowledge are appropriate to satisfy the FFC-EL requirement.
 - If you need help finding a faculty project supervisor, begin by meeting with your academic advisor. Your academic advisor can provide recommendations for a project supervisor or your academic advisor might even offer to serve as your supervisor.
2. Once you've secured a faculty project supervisor, meet with the supervisor to review this FFC-EL Non-Credit Experiential Project Application Guide.
3. After the meeting, prepare the following material (ideally as a Word document that can easily be shared with your faculty project supervisor):
 - Determine the type of non-credit project (non-credit internship; non-credit peer teaching; non-credit peer mentoring; non-credit peer tutoring; non-credit research; career-related summer employment; relevant on-campus employment; other)
 - Provide a brief (< 100 word) summary of the project.
 - Describe the specific skills and/or knowledge gained from College course(s) will you be applying in this project. For each item, indicate in which College course(s) you gained these skills or knowledge.
 - Describe the day-to-day activities and how they will provide you with the foundational material for this project.
 - In addition to completing the written reflection at the conclusion of the project, you and your supervisor must choose at least one of the following options

**FFC Experiential Learning Requirement:
Non-Credit Project Application Guide**

- a) Email check-in with daily time logs (approximately every three weeks until the project is completed)
 - b) Weekly Journal submitted electronically
 - c) Final PowerPoint summary (15-20 slides)
 - d) Other (specify): _____
- Set a due date for the completion stage, which should occur within two weeks of the conclusion of the non-credit experiential project.
 - See the [FFC-EL Non-Credit Completion Guide](#) for more details.
 - Provide an estimate of the total hours that you will engage in this activity. Keep in mind that the FFC-EL is equivalent to one-credit workload (150 hours), so this number must equal or exceed 150 hours.
4. Share this information with the faculty project supervisor to ensure that it has been completed properly.
 5. Once the faculty project supervisor is satisfied with your responses, then complete the [FFC-EL Non-Credit Application Form](#) on my.lakeforest. You will be able to copy/paste the responses to the prompts from the Word document that you shared with your faculty project supervisor.
 6. After submission, your faculty project supervisor automatically will be prompted for approval. Once the project supervisor approves, the form automatically will be sent to the FFCIS Chair for review. The review process will result in one of three decisions:
 - Approval of Application
 - This means that, once you complete the experience and written reflection, you will satisfy the FFC-EL requirement.
 - Request for Revision
 - Typically, this means that more information is required before a decision can be rendered. You will need to revise and resubmit the application.
 - Denial of Application
 - This means that the experience will not satisfy the FFC-EL requirement.
 7. Once approved, you will complete the experience, review the [FFC-EL Non-Credit Experiential Project Completion Guide](#), complete the steps in the Completion Guide to your supervisor's satisfaction, and submit the [FFC-EL Non-Credit Experiential Project Completion Form](#) on my.lakeforest.