FFC Experiential Learning Requirement:
Non-Credit Project Completion 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 completion stage.

To conclude the <u>completion</u> stage, follow these steps within two weeks of the conclusion of the approved non-credit project:

1. Meet with your <u>faculty project supervisor</u> to review this FFC-EL Non-Credit Completion Guide.

2. After the meeting, prepare the following material (ideally as a Word document that can easily be shared with your faculty project supervisor):

  - Provide a 500-word written reflection that adheres to the following guidelines (add space as needed):
    a. Summarize the projects and evaluate how they applied skills that you gained in the classroom.
    b. Explain how the projects added new skills to your competencies.
    c. Articulate how you will describe to a prospective employer, graduate school, or other audience the ways in which these experiences contributed to and enhanced your education.

  - If the project changed significantly from what you described in the original application, provide a written description of those changes.

3. Share this information with the faculty project supervisor to ensure that it has been completed properly.

4. Once the faculty project supervisor is satisfied with your responses, then complete this FFC-EL Non-Credit Completion Form on my.lakeforest.

5. After submission, your faculty project supervisor automatically will be prompted for approval. After the supervisor approves, the form will automatically be sent to the Registrar, who will assign an RS grade (requirement satisfied) to EXPR 001, which ensures that the FFC-EL requirement is marked as complete.