FFC Experiential Learning Requirement:
Retroactive 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 coursework
(b) build hands-on skills in a new context.

If you have already completed an experiential project that meets the FFC-EL guidelines (e.g., before transferring to Lake Forest College, you completed an internship, or off-campus study, or independent research/creative project), then you can apply to satisfy the FFC-EL requirement **retroactively** with this already-completed project.

To apply for retroactive FFC-EL credit, follow these steps:

1. Meet with your academic advisor to (a) review this FFC-EL Retroactive Application Guide and (b) determine whether the already-completed experience meets the FFC-EL guidelines.

2. Once you have initial support from your academic advisor, then prepare the following material (ideally as a Word document that can easily be shared with your faculty project supervisor):

   • Provide a brief (< 100 word) summary of the project.

   • Provide the starting and ending dates for the activity and estimate the total hours engaged in the activity.

   • Provide a written reflection (500-word minimum) that adheres to the following guidelines:
      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.

3. Share this information with your academic advisor to ensure that it has been completed properly.

4. Once your academic advisor is satisfied with your responses, then complete the FFC-EL Retroactive Application Form on my.lakeforest.

5. After submission, your academic advisor automatically will be prompted for approval. After 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
      o This means that your already-completed project satisfies the FFC-EL requirement.
   • Request for Revision
      o 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
      o This means that the already-completed experience does not satisfy the FFC-EL requirement.

6. Once approved by the FFCIS, the form automatically will be sent to the Registrar, who will manually mark the FFC-EL requirement as complete and note in the student's academic record how this requirement was satisfied.