TO: ECU Official

FROM: Academic Council

DATE: August 19, 2021

SUBJ: Reporting Experiential Learning Activities in ELI

To facilitate contact tracing and mitigation of COVID-19 spread within the ECU community and institutional partners, all students participating in experiential learning programs (e.g., internship, clinical experience, teacher training, field experience, capstone projects) must be entered into ECU’s Experiential Learning Inventory (ELI). Study abroad courses, a type of experiential learning activity, do not need to be reported if the information is already entered in Banner.

ELI is a web-based platform for creating, managing and tracking all student experiential learning activities. The platform was designed to provide a quick and convenient method of entering the data on each student experience and obtaining needed reports. ELI standardizes the activity record and provides up-to-date emergency contact information, which is important to quickly identify potential contacts in case of COVID-19 infection. Reports on student activities are available through specially designed dashboards.

Directors of experiential learning programs are responsible for keeping the information in ELI up to date. Access to ELI is provided to authorized users only, and directors should email eli@ecu.edu to request access and begin logging student experiential learning activities.

Student assignments for Fall are to be entered by Census Day (Sept. 3, 2021) and modified thereafter as changes occur. An Excel template for bulk upload to ELI is available for programs already using spreadsheets to track student activities.

Experiential learning is a process through which students develop knowledge, skills, and values from direct experiences outside a traditional academic setting. Faculty or program directors are required to report the following activities to the ELI:

- **Internship**: both credit and non-credit bearing internships on- or off-campus;
- **Practicum**: both on- and off-campus;
- **Clinical experience**: both on- and off-campus;
- **Student teaching**: off-campus only;
- **Field experience, field course and field trip**: only if the students will be in contact with the public;
• **Capstone/project** (excluding research projects): only if the students will be in contact with the public, and
• **Other experiential learning activities** in which students will be in contact with the public.

The following experiential learning experiences do **NOT** need to be entered to ELI at this time:

• Study abroad course;
• Student employment that is not an internship;
• Student research project or independent study;
• Teaching assistantship, research assistantship, or peer tutoring/mentoring; and
• Field experience, field course, field trip, capstone, project, or other experiential learning requirements that do **not** put students in contact with the public.

For more information on ELI, an introduction to and instruction in the use of ELI, please contact Charlene Lee at eli@ecu.edu or 252.737.1268.