

# Experiential Learning Submission Process



## Brainstorming Phase



Contact the Student Enrichment Center (SEC) for questions or assistance with experiential learning.

## Project Implementation



Is an employee organizing the event or experience?

## Employee - Initiated

Employees will complete the employee-initiated experiential learning form.

## Student - Initiated

Students will complete the student-initiated experiential learning form.

## Review Phase



SEC will review the form and make a decision. The submitter will be emailed about any required changes.

## Approval Phase



If approved, SEC will create the event on AlamoEXPERIENCE.

## Employee - Initiated

Email the SEC with an event roster excel spreadsheet (Student Name/Banner). SEC will upload the roster and award credit.

## Student - Initiated

Verify your experience has been added to your AlamoExperience transcript.

## Project Finalization



Experiential learning experience will be reflected on AlamoEXPERIENCE.

