Experiential Learning in Academic Programming
Call for Grant Applications
June 2018

McMaster University is launching **an Experiential Learning in Academic Programming (ELAP) grant.** Through this fund, a total of ***$75,000 is now available to support the development and expansion of experiential learning (EL) opportunities into academic programming.***

Fund Details: The ELAP Grant will provide up to $5000 to build experiential learning components into course and academic program offerings, including field experiences, research practica, and placements. Special consideration will be given to courses and programs in non-professional programs, where historically there have been fewer EL opportunities compared to programs in our Health Sciences and STEM disciplines. In addition, there will be an emphasis on graduate courses and those that involve placements in industry- and community-based organizations.

All activities supported by this fund must begin during the Spring/Summer 2018, Fall 2018, or in exceptional cases, the Winter 2019 term. Successful applicants will be required to report on the project outcomes by March 2019.

All opportunities must meet the following *Guiding Principles for Experiential Learning*:
- The students' experience is situated within a workplace or simulated workplace environment
- The students are exposed to authentic demands that improve their employability, interpersonal skills, and transition to the workforce
- The experience is structured with purposeful and meaningful activities
- The students apply academic program knowledge and/or essential employability skills
- The experience includes students' self-assessments and employer/university evaluation of the students' performance and learning outcomes
- The experience counts towards course credit or credential completion

All grant applications are expected to meet one or more of the following goals:

- Develop, improve, and/or accelerate institution-level capacity to undertake and expand experiential learning programs both domestically and abroad
- Improve the capacity to evaluate and verify current and future EL opportunities
- Increase the quantity and quality of EL opportunities unique to McMaster's context and strengths
- Promote institution-wide best practices for engaging in EL
- Improve access to EL opportunities for students who, without interventions and support, might not otherwise participate in EL opportunities in postsecondary education
- Expand opportunities for EL abroad (e.g. undertaking service learning with an NGO or a local multi-national organization that has international work locations)

Proposal Details

Colleagues interested in applying for an ELAP Grant are asked to complete this form and submit it to elap@mcmaster.ca no later than 9 am on Monday, July 16, 2018.

Project Title:

Project Supervisor:

Department/School: **Faculty:**

Email: **Phone/ext:**

Campus Address:

Course Code and Title:

Calendar Description of Course:

Number of students to be engaged in EL opportunity:

Additional Collaborator(s):

1. Summary of proposed project (50 word maximum)

2. Detailed description of proposed project (300 – 1000 word max), which includes:
- An overview of the proposed project
- A description of how the proposed project and project goals meet the *Guiding Principles for Experiential Learning* (see above)
- A description of how the proposed project and project goals meet one or more of the goals of the grant (see above)
- Plans for sustaining and/or scaling the project beyond the duration of the ELAP Grant

3. Does your project involve industry or community partners? If yes, please provide a 250-word description of how your project will consider McMaster's Principles of Community Engagement (please see below). If no, please proceed to question #4.

Principles of Community Engagement: The following action-oriented principles were co-developed by community and University partners to inform our community-campus partnerships:

1. **Relationships:** We can't have community without relationships—these are the connections that build community. Any successful partnership must be built on trusting and respectful relationships guided by integrity. We realize that relationships take time to develop and thus we commit to providing opportunities to connect people across communities, sectors, and disciplines.
2. **Reciprocity:** From design, to participation, to the outcomes of a project, we strive to work together for mutual benefit.
3. **Equity:** We are conscious of the historical and structural inequities that exist in society and strive to provide access and opportunities to all residents and members of our communities.
4. **Continuity:** Acknowledging that different communities work on different timelines and schedules, we strive to consider both the short and long-term implications of our work together.
5. **Openness to Learning:** Change takes time. We are committed to continually learn from and evaluate our work together, reflecting on and sharing both our successes and failures to grow as individuals, partnerships, and communities.
6. **Commitment to Act:** We aspire to make a positive difference in our community by sharing and acting on our knowledge to contribute to the greater social good.

4. Proposed Budget

Describe each budget item and indicate the cost including hourly rate, per item cost, and any in-kind or other contributions.

Item	Details	Cost ($)/unit	# units	Total ($)

Note: The grant is intended to provide seed money and is not to support ongoing expenses. Eligible expenses could include teaching or research assistants, travel costs for off-campus activities, and honoraria for community partners. When using project funds to hire personnel, McMaster University will be the employer; therefore Project Supervisors must pay appropriate wages and benefits at established rates. When hiring students as research assistants, consider securing supplementary funding through, for example, the McMaster Work Programs (Ontario Work Study Program, McWork, the MacPherson Student Partners Program, or International Student Work). Ineligible expenses include, but are not limited to, reimbursement to faculty members, professional memberships, off-campus commercial services, travel, accommodation and food expenses for conferences, and the purchase of alcohol for focus groups or similar meetings.

Budget Justification

Provide sufficient justification of your budget items so the reviewers can understand the need.

Authorization and Agreements

As the project supervisor,

[   ] I agree to provide McMaster University with access to resulting information and resources for which the copyright remains with the author(s).

[   ] I will provide input for a final report to be delivered by March 31 2019.

[   ] I acknowledge that I have discussed this project proposal with the appropriate chair, director, and/or associate dean.

Applicant Signature:

Proposals must be submitted in a single document to elap@mcmaster.ca by **9:00 am on Monday, July 16, 2018**.

Successful applicants will be notified by email with further information on funding transfer participation in a spring Experiential Learning Symposium, reporting requirements, and other resources available to support their work.