

ACE Co-Curricular Experience

Co-Curricular Experience Defined:

- In its broadest sense, an ACE Co-Curricular experience occurs outside the typical classroom, fosters growth and development of the student, has a deliverable academic outcome, is offered for academic credit, and is overseen by a UNL faculty member.
- An ACE Co-Curricular Experience proposed for one of the Student Learning Outcomes must meet all requirements for that Institutional Objective and Student Learning Outcome.
- Once a specific individual Co-Curricular Experience has been ACE-certified, it is synonymous with the term “course” for the Structural Criteria defined within the ACE Program.

The ACE Certification Process for Co-Curricular Experiences:

Student Responsibilities:

1. Review specific *Institutional Objectives* and *Student Learning Outcomes* in the ACE Program. Review “*Guidelines for Review of ACE Course Certification Requests*” for the specific proposed Student Learning Outcome.
2. Request faculty sponsorship of the proposed experience.
3. Initiate request for ACE Certification of the Co-Curricular Experience **by Week 6 of the semester prior** by:
 - a. reviewing all requirements,
 - b. completing the ACE Co-Curricular Request Form in consultation with the Faculty Sponsor,
 - c. requesting faculty sponsorship,
 - d. obtaining approval and signature from sponsoring faculty member,
 - e. obtaining approval and signature from sponsoring department chair,
 - f. submitting the form to the ACE sub-committee of the UCC for review and certification, (201 Seaton Hall), and
 - g. following notification of approval, register for credit hours.

Faculty Sponsor Responsibilities:

1. Assist student in completing the student-generated proposal for ACE certification of a Co-Curricular Experience to ensure complete satisfaction of the proposed Institutional Objective and Student Learning Outcome.
2. Review “*Guidelines for Review of ACE Course Certification Requests*” for the specific proposed Student Learning Outcome.
 - a. Determine reasonableness of experience and academic deliverable outcome (assessable) as proposed, including faculty/student interactions.
 - b. See that the description or syllabus clearly indicates
 - i. the ACE Outcome(s) for which the experience is certified,
 - ii. the opportunities the experience will give the student to acquire the knowledge or skills necessary to achieve the Learning Outcome(s), and
 - iii. the criteria which the instructor(s) will use to assess the students’ achievement of the Outcome(s).
 - c. Sign the form indicating your willingness to provide sponsorship, oversight, and assessment of the experience.
3. Assess student performance.
4. Collect and forward documentation of the academic deliverable and an assessment of the deliverable to the ACE Subcommittee (with a copy to the department chair).

Unit/Chair Responsibilities:

1. Review proposal for ACE-certified Co-Curricular Experience.
2. Provide a signature from the unit chair/head affirming:
 - a. reasonableness of the proposed experience and academic deliverable outcome (assessable), including faculty/student interactions.
 - b. that the description or syllabus clearly indicates
 - i. the ACE Outcome(s) for which the experience is certified,
 - ii. the opportunities the experience will give the student to acquire the knowledge or skills necessary to achieve the Learning Outcome(s),
 - iii. the criteria which the instructor(s) will use to assess the students' achievement of the Outcome(s), and
 - iv. signature of sponsoring faculty member.
3. Send form to 201 Seaton Hall, 0683 by the end of Week 6 in the semester prior to the semester requested for the Co-Curricular Experience.

This form is to be completed cooperatively between the Student and Faculty Sponsor.

ACE Co-Curricular Request Form

Specific Course Name: _____

Specific Course Prefix: _____ Course Number: _____ Credit Hours: _____

Identify the ACE Learning Outcome
proposed to be satisfied by this

Co-Curricular Experience: 1 2 3 4 5 6 7 8 9 10

1. Describe the Co-Curricular Experience, including the opportunities the experience will give the student to acquire the knowledge or skills necessary to achieve the ACE Learning Outcome, including faculty/student interactions.

2. Describe how the student will demonstrate achievement of the ACE Learning Outcome.

3. Describe the assessable product resulting from this Co-Curricular Experience:

Offer a rationale for why this Co-Curricular Experience should count toward the identified ACE Learning Outcome:

The number of **contact** hours involved in the Co-Curricular Experience: _____

The number of **credit hour** equivalents being requested: _____

(Note: 15 contact hours are required for each credit hour equivalent.)

The outcomes or skills that would be reinforced by the co-curricular activity (identify and describe as many as apply):

Writing, Oral Communication, Visual literacy, Historical perspectives, Math & statistics,
Critical thinking, Teamwork, Problem solving, Ethics, Civics, Social responsibility, Human
diversity, Global awareness

Student Name (please type or print) _____

UNL identification number _____

Student Signature _____

Faculty Sponsor (please type or print): _____

Faculty Sponsor Signature _____

Faculty Sponsor contact information _____

Date _____

Unit Chair/Head (please type or print): _____

Unit Chair/Head Signature _____

Date _____