



To: ECU Official

From: Michael Van Scott, Interim Vice Chancellor for Research, Engagement and Economic Engagement
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Subj: Types of Experiential Activities to Be Reported to ELI

On July 13, the Academic Council sent a memo to ECU Official requesting directors of experiential learning programs to report such activities to ECU's [Experiential Learning Inventory](#) (ELI). This memo provides further clarification regarding the specific types of experiential learning activities to be entered to the ELI to facilitate contact tracing and mitigation of COVID-19 spread within the ECU community and institutional partners.

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.

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 (Aug. 21, 2020) 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.

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.