



Presidents Leadership Class

UNIVERSITY OF COLORADO **BOULDER**

Handbook for PLC Applied Leadership Experience Requirement

AY 2020-21

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This handbook provides an overview of the PLC **Applied Leadership Experience (ALE) requirement** along with instructions on how to **start, make the most of, and complete** the ALE process. We have modified this requirement and created a course to accompany the applied experience, as an **opportunity for you to collectively reflect, learn, grow and continue to develop a sense of community across cohorts**. The course allows you to touch on all of the PLC pillars through one requirement.

Please read through the entire handbook before starting your Applied Leadership Experience (ALE).

Resources needed for your ALE are linked in the handbook, but are also linked below:

1. [ALE Registration](#)
 2. [Assigned Articles](#)
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INTRODUCTION TO THE ALE PROCESS

The Presidents Leadership Class (PLC) Applied Leadership Experiences (ALEs) are a long-standing experiential aspect of our curriculum. **PLC requires that students complete approved experiential learning followed by the ALE Course (PRLC 2930/4010). This course is a two-credit course that meets twice a week – MW 5:00-5:50pm.**

Due to COVID-19, we will not have the Fall 2020 PRLC 2930/4010 course. Therefore, students who might normally take the ALE course in the fall semester, will take the course in Spring 2021.

In future academic years, hopefully, we will have a fall and spring course and the timeline below will change.

• DOES THIS NEW PROCESS APPLY TO ME?

- If you have already completed your lower and upper division ALEs as previously required, **you do not have to take this course**. Your PLC ALE requirement has been fulfilled.
- If you have already completed just one ALE, lower or upper division, **you do have to do another ALE and take the course** to fulfill the PLC ALE requirement.
- If you have not yet done an ALE, you will **need to do an ALE and take the course** to fulfill the PLC ALE requirement.
- If you are using your **PLC Student Staff** or the **ALWC** for an ALE, please see [Special Circumstances](#) below. We still want you to **register your ALE** so we have a record and can check-off your completed requirement.

• CURRENT TIMELINE FOR ALE PROCESS

If this applied to you...

	Spring 2020 Study Abroad	Summer 2020 *S.A. or ALE	Fall 2020 *S.A. or ALE	Spring 2021 ALE	Spring Study Abroad 2021
Applied Experience	Spring '20	Summer '20	Fall '20	Spring '21	Spring '21
Register ALE	By June 1, 2020	By June 1, 2020	By Sept. 1, 2020	By Feb. 1, 2021	By Feb. 1, 2021
Complete Pre-Course Assignments	Put together as many pre-course assignments as possible during Fall 2020	During Summer 2020 ALE	During Fall 2020 ALE	Concurrently while completing ALE and taking the course	During Spring & Summer '21
Take PRLC 2930/4010	Spring 2021	Spring 2021	Spring 2021	Spring 2021	Fall 2021

**Study Abroad is abbreviated as S.A.*

If you are graduating Fall 2020, you will complete a **final reflective paper and academic poster** in addition to your pre-course assignments. Please notify the Program Manager if you are graduating in Fall 2020.

TERMINOLOGY

ALE: Using the acronym, ALE, refers to the actual lived, applied experience in which you are currently or have participated and are using for the PLC requirement.

PRE-COURSE: Assignments and tasks labeled as “pre-course” refer to things to be done in the time concurrent to your ALE or between your ALE and the ALE course, PRLC 2930/4010.

ALE PROCESS: The ALE process refers to **both the applied experience and the course. You must complete the entire ALE process to fulfill the PLC requirement.**

APPLIED LEADERSHIP EXPERIENCE: any long-term (at least one semester), non-classroom-based, **experiential learning opportunity**, enhanced by:

- A knowledge of **Experiential Learning** theory
- A knowledge of the **benefit of experiential education**
- A suggested process of **recording experiences** (journal, blog, vlog, photos, etc.)
- **Reflection** and inquiry about the experiences
- Creation of a **timeline for assignments, tasks, goals, etc.** to which you **hold yourself accountable**
- Elicitation of **feedback** from peers and supervisors (how to ask for feedback and use it)
- Setting practical *and* ambitious **goals and expectations**
- Flexibility of experience for true **transformational change**
- **Plans to implement** new knowledge in future workplaces, etc.

ALEs for PLC generally fall into the **areas listed below:**

- **Study Abroad** & other **significant international experience**
- **Internship** or **job** (paid or unpaid)
- **Volunteer/Service** and/or **Non-profit** (long term commitment)
- **Lab Position/Supervised Research**
- **Senior Design Project** (Engineering, ENVD, Film, etc. – upon approval)
- **Greek Life** – officer position
- **CU Student Group** – officer position
- **PLC Student Staff Position** (*see special circumstances section*)
- **Applied Leadership Wilderness Course** (ALWC) (*see special circumstances section*)

**If you have an experiential learning opportunity that falls outside of the categories below, please propose your opportunity to the Program Manager or Academic Director for approval.*

EXPERIENTIAL LEARNING: the process of learning through experience, and is more specifically defined as "learning through reflection on doing." - Felicia, Patrick (2011). *Handbook of Research on Improving Learning and Motivation*.

The **ALE process** combines experiential learning, defined above, and the following criteria:

- Mixture of content (**theory**) and process (**experience**)
- Experience must be **meaningful, personally relevant**
- Actively participating in the learning – **learning by doing**; not passively receiving information
- Learning is **interdisciplinary in nature**
- Outcomes of the learning *cannot be universally defined* as they are **unique to the individual**
- **Emphasis on reflection** from experience to learn new skills and character traits
- A **re-evaluation of what you know** and why and how you know it (your biases)
- Getting **real-time feedback** with opportunities to improve upon suggestions
- Endeavors **outside of your comfort zone**
- Emphasis on making connections between learning and **how to apply it in the future**
- **Structured support** to help you realize the **impact and lessons** available to you **from your experience**
= **PLC Course** based in discussion, seminars, professional development, presentation, reflection.

CONNECTION TO YOUR PLC EDUCATION

Your ALE will likely fall into one of **PLC's pillars** more than the others, but it will be connected to all four:

- Scholarship
- Community
- Experience
- Service

Additionally, your experience will absolutely include your knowledge and action in all of **PLC's domains of leadership education:**

- Critical thinking & Analysis
- Academic & Professional excellence
- Creativity
- Ethical reasoning
- Thoughtful implementation
- Community impact

You can read about our domains of leadership education [here](#). During your ALE (or upon reflection) it will benefit you to think about how you incorporate your PLC education into real-world, lived experiences. We want you to develop a self-awareness of your classroom-based leadership education and when it can and should be implemented in settings outside of the classroom.

ALE REQUIREMENTS

The assignments for your ALE will be separated into two parts, **1) Pre-Course, 2) In Course**. The pre-course assignments are listed and detailed below. Your assignments during the course will be detailed in the syllabus and/or on canvas, and/or explained in class.

<u>PRE-COURSE ASSIGNMENTS</u>	<u>DUE</u>
1. ALE Registration – online google form	Preferably before your ALE; <i>pilot year we will allow retroactive registration for study abroad SP '20.</i>
2. Read assigned articles on Experiential Education, Eliciting Feedback , etc.	Due during your ALE. Reading previous to and at the beginning of your ALE might be beneficial.
3. Set timeline for Reflections, Hitting Goals, Getting Feedback, etc. (excused for study abroad 2020)	This timeline is for you to utilize and help with your time management skills. You will be asked to share your timeline in class when time management skills are the focus of development.
4. Keep or Create a Reflection Log – choice of format; some assigned questions (see below)	Keep/create during your ALE. You will be asked during the course to draw on these reflections for discussions in class and on canvas.
5. Top 9 Collection/ Visual Representation of Experience to present as introduction	Collect and prepare prior to course. Due during the first few weeks of class.
6. Prepare answer for an Entry Interview	Prepare before the in-person course starts; this will be due at the beginning of the course.
7. Documentation/Notes of Feedback – proof of conversations, informational interview	Complete at least twice during your ALE; Keep and submit in person during course.
8. Request Enrollment into PRLC 2930/4010 in Spring 2021	Fill out enrollment form upon emailed request from PLC Program Manager.

1) PRE-COURSE ASSIGNMENTS EXPLAINED

For the pilot year of this new process (experience + course), some of you will not have the opportunity to complete some of the items above. Items 3 and 4, the timeline and journal, can be excused for experiences that are being applied retroactively. All other items are still expected.

1. **ALE Registration** – Please go to and fill out [this online google form](#).
2. **Assigned Articles** - Please read the [articles linked here](#).
3. **Set Timeline** – Please create a timeline for your during-experience **goals, reflection** entries, collection of **visual artifacts**, dates on which you want to get **feedback**. We will want to see the timeline, but you are accountable for meeting your own due dates. Mature learning comes with personal and professional accountability.

4. **Keep or Create a Reflection Log** – You are responsible for creating a log of experience reflections. The more effort you put into your reflections, the more you will get out of your ALE.

You can keep this log in one of three forms:

- **Written journal** (hand-written or typed)
- **Blog or website**
- **Video recordings** (Vlog)

Please answer the following questions at some point in your log:

- How/when you were reminded of our *shared humanity*? (*perhaps most relevant to study abroad*)
- What did you *learn about yourself*?
- When did you experience *discomfort*? Why? How did you *respond*?
- What is *one thing you do differently* in your day-to-day life **now** since returning from abroad or since you received feedback?
- If you got a "*do over*," what, if anything, would you do differently?

5. **Top 9 Collection/ Visual Representation** – this includes all experiences, not just study abroad. Though you will likely have many more than nine **visual images** from your experience, you will need to pick and prepare the most representative set for this assignment in-class assignment.

6. Whether you went abroad or did a traditional internship, you will be **asked to speak about it** in future interviews and be expected to explain how it affected your professional, personal, and leadership development. As with PLC as a program, it is hard to explain – it takes practice. Therefore, please **prepare a short, verbal answer** to the following question for your **Entry Interview assignment**.

"Can you please explain your experience and how it impacted the way in which you look at your future?" (academic, civic, or professional pursuits)

7. Keep **documentation of the feedback conversations** you have with peers and supervisors during your ALE. These can be your notes, their notes, a form you prepare for them and they fill out during a conversation, etc. **Please have, at least, two feedback conversations during your experience.**

8. **Request Enrollment** – Finally, request enrollment into the ALE course when prompted by PLC.

2) IN-COURSE ASSIGNMENTS

Assignments will be available in the course syllabus, canvas, or in class. You will be responsible to deliver upon all assignments with the same attention that is paid to all other courses. Course participation will be paramount to other assignments. When available, we will link the ALE Course Syllabus here.

SPECIAL CIRCUMSTANCES

If you are fulfilling your ALE with either your **PLC Student Staff** position or the **ALWC**, you do not have to take the ALE course, as you are already required to either take the student staff course or the extended summer trip with your ALE supervisor. **You will be responsible for assignments and possibly other items specific to your role and supervisor.** Please be in contact with your professional staff/faculty supervisor.

Please follow the timeline below:

- [Register your ALE](#) online
- Check with your **ALE supervisor** (professional staff or faculty)
- Determine **assignments and feedback process** for ALE with your supervisor
- Determine **final reflective assignment** with supervisor
- Upon **submission and approval** of all assignments, evaluations, etc. you will have fulfilled your PLC ALE requirement.

INCOMPLETE ALE POLICY

It is very common for students not to complete the ALE by simply not completing or submitting the work assigned. If a student does not complete the process in accordance with the standards above and below, credit **will not be granted for the PLC ALE requirement.** The following will lead to an incomplete ALE for PLC:

- Missing Pre-Course Assignments
- Failure to enroll in post ALE Course
- Failure to attend post ALE Course
- Failure to participate in your ALE (actual experience)
- Failure to participate in post ALE Course
- Failing grade in post ALE Course

If you do not complete the ALE first intended, you should not enroll into the course. However, as long as you have time left in your undergraduate career, you have time left to complete an ALE.

HOW TO START AGAIN

You will do many of these “experiences” or ALEs during your undergraduate career. You will have many opportunities to use another experience to fulfill the requirement (ALE + course). If you do not find your original experience to be personally fulfilling, relevant to you and your education/professional, etc., you are not obligated to finish the process using that ALE. **As stated above, as long as you have semesters remaining in your undergrad, you can choose a different experience with which to complete the entire process.**
