A COMPLETE GUIDE TO LOWER AND UPPER DIVISION ALEs

“We do not learn from experience… we learn from reflecting on experience.”
— John Dewey
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This handbook provides an overview of the Applied Leadership Experience program along with step-by-step instructions on how to start, complete, and make the most of the experience. Please read through the entire handbook before proposing your first Applied Leadership Experience (ALE).

**BACKGROUND**

The Presidents Leadership Class (PLC) Applied Leadership Experiences (ALEs) are a long-standing experiential aspect of our curriculum (*formally Walkabout Intensives*). PLC requires that students complete two experiences, one lower-division and one upper-division, in their four years (*students are advised to begin planning their lower-division ALE the summer following freshman year*). An **Applied Leadership Experience (ALE)** is any long-term, non-classroom based experience, enhanced by a prescribed process that requires a supervisor, student-articulated goals and expectations, and specified methodologies to reach those goals and expectations.

- **Lower Division ALEs** can be initiated at the end of second semester of your first year in PLC
- **Upper Division ALEs** can only be initiated as rising juniors or rising seniors and only if your lower-division ALE has been completed.

ALEs *generally (but not exclusively)* fall into the three following broad areas or domains from which you can select your ALE. If you have an opportunity that falls outside of the domains below, please propose your idea to the ALE Coordinator.

1. **Student Leadership Experiences**: Any experience in which a student is filling a leadership role. This can include, but isn’t limited to, student government, leading a student organization, RA position, sitting on the board of a non-profit, or coaching a sports team.

2. **Traditional Internships**: Along with traditional internships (paid and unpaid), this includes research assistantships, volunteer positions with defined objectives, jobs and other paid positions, etc.

3. **PLC-Facilitated Experiences**: This includes student staff positions or completing the Applied Leadership Wilderness Leadership Course (ALWC).
PLC views the two ALEs as following the leadership development steps of **observe, learn, act.** The lower-division ALE focuses on observing and learning from other people and leadership styles, and the upper-division is focused on **leadership in action,** with more hands-on opportunities to further your leadership development through real-world encounters and experiences.

**PURPOSE**

The ALE program directly correlates to all six of the PLC domains of leadership education: **critical thinking & analysis, academic & professional excellence, creativity, ethical reasoning, thoughtful implementation, and community impact.** You can read about the domains of leadership education [here](#). In the context of the PLC curriculum, ALEs are the student’s primary experiential learning component and have **two main objectives:**

1. The ALE ensures students have hands-on, real-world exposure throughout their college career to supplement their academic growth, develop marketable experience, and practice leading groups.

2. The process used to track the ALE is aimed at building the skill and practice of working with a supervisor to establish personal and professional objectives, methodologies to achieve those objectives, reflecting on progress along the way, and being accountable for delivering on-time assignments/deliverables. A fellow student will hold the position of ALE Coordinator and will help you meet your personal and professional objectives.

Ultimately, students will develop a self-awareness of their ability to meet a stated objective and identify areas in which they came up short along the way. This process helps students recognize and discuss, in greater depth, the skills and experience they have gained during a given ALE.
**ALE REQUIREMENTS**

- All PLC students complete **two ALEs**.
- The **lower division ALE** must be **100 or more hours** focusing on **observing** and **learning** steps of leadership development.
- The **upper division ALE** must be **250 or more hours** in length, have a **hands-on/leading focus (doing leadership)** and the student must **hold a position of responsibility** with an opportunity for personal leadership development.
- The deliverables (**items due**) for the ALEs are listed below:

<table>
<thead>
<tr>
<th>Lower Division ALE Deliverables</th>
<th>Upper Division ALE Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Lower Division ALE contract</td>
<td>a. Upper Division ALE contract</td>
</tr>
<tr>
<td>b. Weekly Reflection Log</td>
<td>b. Mid-Point Reflection Memo</td>
</tr>
<tr>
<td>c. Mid-Point Reflection Memo</td>
<td>or Mid-Point Check-In with ALE Coordinator</td>
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<tr>
<td>or Mid-Point Check-In with ALE Coordinator</td>
<td>c. Mid-Point Supervisor Evaluation</td>
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<tr>
<td>d. Mid-Point Supervisor Evaluation</td>
<td>d. End-Point Supervisor Evaluation</td>
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<tr>
<td>e. End-Point Supervisor Evaluation</td>
<td>e. Final Synthesis Paper</td>
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<td>f. Final Synthesis Paper</td>
<td>f. Digital Academic Poster/Possibility to Print</td>
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- More information is provided in ALE Deliverables section of this handbook (see page 15)

**Lower-Division ALE**

a. First is your **ALE contract**, in which you identify your **goals, objectives, and methodology**. The same contract is used for both lower and upper division ALEs, but you will customize the contract with your specifics for the position, your goals, your methodology, etc.

b. Second, during your **lower division ALE** you will be required to **complete a reflection log once a week to a Google Drive folder** shared with the PLC professional staff and the ALE Coordinator.

c. Third, you will complete a **mid-point reflection memo**. This is a **one-page memo** that evaluates progress toward your goals, indicates challenges you are facing, and discusses methods you will use to continue progress (see appendix D for PLC memo...
template). As an alternative to the written memo, students can schedule a meeting with the ALE Coordinator, Halley Herbst (halley.herbst@colorado.edu) and come with notes prepared to discuss midpoint progress.

d. Due with your mid-point reflection memo is a mid-point evaluation from your supervisor. The evaluation form can be found on the ALE PLC website under “Handbook & Forms” (here). You must also provide an evaluation from your mentor at the end of your experience using the same form.

e. Lastly, at the end of your ALE you will complete a final synthesis paper, which is an in-depth reflection on your experience and what you have learned from it.

• Upper Division ALE

a. First is your ALE contract, in which you identify your goals, objectives, and methodology. The same contract is used for both lower and upper division ALEs, but you will customize the contract with your specifics for the position, your goals, your methodology, etc.

b. Second, you will complete a mid-point reflection memo. This is a one-page memo that evaluates progress toward your goals, indicates challenges you are facing, and discusses methods you will use to continue progress (see appendix D for PLC memo template). As an alternative to the written memo, students can schedule a meeting with the ALE Coordinator, Halley Herbst (halley.herbst@colorado.edu) and come with notes prepared to discuss midpoint progress.

c. Third, due with your mid-point reflection memo is a mid-point evaluation from your supervisor. The evaluation form can be found on the ALE PLC website under “Handbook & Forms” (here). You must also provide an evaluation from your mentor at the end of your experience using the same form.

d. Fourth, you will write a final synthesis paper under the same guidelines as the Lower Division final paper focusing on your past view(s) of leadership, your current view(s) of leadership, how your current ALE can be informed by your views, and how you want to make an impact going forward. Further details on this can be found below under “ALE Deliverables - Extended Explanation”.

e. Lastly, at the end of your ALE you will complete a final poster, which is an in-depth reflection on your experience and what you have learned from it. This will be presented at the Spring Poster Session in which the Upper Division ALEs will present their poster to PLC students and professional staff. Further details on the poster
provided below under “ALE Deliverables - Extended Explanation”. All posters will be formatted as scientific posters. Examples will be provided for reference.

LOWER DIVISION APPLIED LEADERSHIP EXPERIENCE
A lower-division ALE is intended to help you observe, learn, and reflect about leadership, while getting accustomed to the ALE process and ensuring you have a quality experience. Lower-division ALEs do not need to be leadership specific, but should come from the three broad domains mentioned above. Additionally, all lower-division ALEs will meet the following requirements:

- Cannot be retroactively applied to past experiences
- Minimum of 100 hours in duration
- Have a designated advisor or supervisor who commits to help you construct your ALE contract and aide in your leadership development
- Includes all deliverables listed in the table above for Lower Division ALE
- All materials submitted on schedule and approved by the ALE Coordinator. Students will not receive credit if all materials are not submitted on time.

UPPER DIVISION APPLIED LEADERSHIP EXPERIENCE
The intent of an upper-division ALE is to be a very formative leadership-specific experience as reflected in scope, specificity, and deliverables, particularly compared to a lower-division ALE. You must show that you are actively leading (doing leadership) in the context of the field you’re working in, applying what you have learned about leadership in PLC and elsewhere.

An upper-division ALE should come from one of the three domains – student leadership positions, internships, or PLC facilitated experiences – and must meet the standards below. Some examples of what can count as an upper-division ALE include being an RA, holding a significant leadership position in a student organization, sitting on the governing board of an organization or managing a project in an internship. The PLC professional staff and ALE Coordinator are available to help work with students and supervisors to ensure a leadership component can be built into an ALE. Upper-division ALEs must meet the following standards:

- Cannot be retroactively applied to past experience
- Minimum of 250 hours in duration
● Have a designated advisor or supervisor who commits to help you construct your ALE contract and aide in your leadership development
● Include all deliverables listed in the table above for Upper Division ALE
● All materials submitted on-schedule and approved by the ALE Coordinator. Students will not receive credit if all materials are not submitted on time.

The Upper-Division ALE differs from the Lower-Division ALE in these ways:

● You must have completed your lower-division ALE.
● Must have a demonstrated leadership component.
● The ALE advisor/supervisor must be able to offer specific and measurable organizational outcomes.
● Create final poster presentation with the option to participate in the Spring Poster Session.

PROCEDURE FOR A SUCCESSFUL EXPERIENCE
Successful ALEs will focus on what PLC intends for students to take away from the experience. We look for and evaluate the following criteria:

● All deliverables are turned in complete and on time.
● Students reflect on and discuss the successes, challenges and failures experienced while pursuing their established goals.
● Students can reflect on and discuss what they learned from their ALE and how that learning will be applied to future situations.

PLC wants students to synthesize lessons learned from that experience into future action. Therefore, the success of a ALE is not evaluated on:

● Meeting each of your stated goals
● Expressly following the methodology stated in your contract
● Meeting each of your personal expectations

INCOMPLETE ALE POLICY
Failing an experience is rare. It is more common for students not to complete the ALE by simply not completing or submitting their paperwork. If a student does not complete his/her ALE in accordance with the standards above, credit will not be granted. The following are criteria that will lead to a failed or incomplete ALE:

- Failing to turn in ALE products (e.g. memos or synthesis) as scheduled. This is the most common problem students face.
- Substandard work that fails to demonstrate an ability to reflect, learn or put effort into an ALE.
- Misconduct, negligence, truancy or other unacceptable behavior as reported by a student’s advisor/supervisor.

If a student does not complete the ALE, it is the student’s responsibility to contact the PLC professional staff and the ALE Coordinator to make arrangements for another ALE.
GETTING STARTED: SELECTING AN EXPERIENCE

ALE development has two main components:

1. The process of *choosing an experience that will help you develop your leadership*
2. The *intentional planning and reflection process* students go through to evaluate their progress in meeting their goals.

Your first step is selecting an experience. The domains that you can choose experiences from are purposefully broad. We expect you to be entrepreneurial in your pursuit of possible opportunities. If you are unsure if something fits, ask. If you’re worried that something doesn’t meet the requirements but still believe it to be a valuable leadership experience, convince us. Bottom line, you should seek activities that:

1. Are challenging
2. You are passionate about and committed to
3. Support your personal, professional and/or academic growth

If you would like help finding or selecting an ALE, contact the PLC professional staff and/or the ALE Coordinator for assistance. You will spend a lot of time thinking about the experience you choose. The best experiences are those that you will be excited to talk about in the future – to potential employers, friends, grad-school admission boards, etc… thus, avoid using anything that you find less than exceptional.

Finally, select opportunities that are challenging and exciting. Allow yourself to be pushed – you won’t be judged negatively for not achieving the goals you set out for yourself. Failure, change, and needing to adapt are inherent parts of learning to lead. Our fundamental expectation is that you work hard and reflect deeply on your experience.

Once you have selected an opportunity, you can set up a meeting with the ALE Coordinator to discuss the opportunity and begin filling out your ALE contract. To schedule this meeting email halley.herbst@colorado.edu.

COMPLETING THE ALE CONTRACT
After you have met with the ALE Coordinator, your next step is to complete the ALE contract. You must meet with your supervisor/advisor to complete the contract. The ALE contract link is here and must be emailed to halley.herbst@colorado.edu. You will find the link to the supplemental ALE Contract Tracker here. Both contract and supplemental form must be submitted before the contract will be approved. The contract is the starting point of your experience and once your contract is approved and signed, your ALE has officially begun. It is important to communicate with your supervisor/advisor in order to make sure your contract accurately reflects the experience you will be having in your ALE.

The following information breaks down each section of a contract and provides guidance on how to complete it:

**Part I – Contact Information**

- First you need to indicate which level of ALE you are initiating: Lower-division or Upper-division
- Provide your contact information
- Provide organization/company and supervisor information
  - **Organization**: Enter the name of the organization, company or firm you work for
  - **My Position**: Enter your position title (intern, data analyst, Class Advisor)
  - **Supervisor**: This is typically your direct supervisor. For some organizations, such as student groups, a traditional supervisor is not available. In these cases, work with the ALE Coordinator to establish a feasible mentoring protocol.
  - **Supervisor Email**: Direct Supervisor Contact Information

**Part II – Timeline**

ALEs will occur in three sessions including a fall, spring, and summer session. The timeline for the dates when your ALE begins, the mid-point, the end-point, and when you will turn in your synthesis will be determined by the ALE Coordinator.

For the 2019 Summer Session:

- Contracts must be turned in by April 26th
- The Midpoint Deliverables will be due June 12th
- The Endpoint for summer ALEs will be August 16th
- The Endpoint Deliverables (Final Synthesis Paper, Supervisor Evaluation, Poster and ePortfolio Update) will be due August 23rd
For the **2019 Fall Session**:
- Contracts will be due September 9th
- The Midpoint Deliverables will be due October 14th
- The Endpoint for Fall ALEs will be November 25th
- The Endpoint Deliverables (Final Synthesis Paper, Supervisor Evaluation, Poster and ePortfolio Update) will be due December 2nd.

By signing your contract, you commit to adhering to the timeline for your specific ALE session. Adjustments will be made if a student is doing a year long ALE. Under the ‘deliverables’ heading, you should include two items: 1) any PLC requirements due and 2) any project or organizational milestones you have established with your supervisor.

<table>
<thead>
<tr>
<th><strong>ALE Timeline:</strong></th>
<th><strong>Date:</strong></th>
<th><strong>Deliverables to PLC:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date:</strong></td>
<td>9/16</td>
<td>Signed contract and updated <a href="#">Google Form</a></td>
</tr>
<tr>
<td><strong>Midpoint Date:</strong></td>
<td>10/14</td>
<td>Mid-point memo and supervisor evaluation due.</td>
</tr>
<tr>
<td><strong>End Date:</strong></td>
<td>11/25</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Final Synthesis Paper, Supervisor Evaluation, Poster (UD) and ePortfolio Update Due:</strong></td>
<td>12/2</td>
<td>Date will be set one week after end-date. Deliverables include: 1-2 page final synthesis paper (with link to updated ePortfolio), final poster, and supervisor evaluation.</td>
</tr>
<tr>
<td><strong>Upper Division ALE Poster Presentation:</strong></td>
<td>TBD</td>
<td>Poster presentations will occur at the Spring ALE Poster Session.</td>
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</tbody>
</table>

*Dates above are for Fall 2019 ALEs*

**Part III – Contract Details**

**Leadership Role (for upper-division ONLY):** Describe the leadership components of your role. This should include a short description of the individuals, group, or community that you are working with and what objectives you have for them.

**Project Goals:** Provide a short overview of the personal expectations you have for this experience. Include what you hope to be exposed to and why you selected this opportunity. Also, list the goals you have for this experience and how you will accomplish them. What specific skills, tools, or knowledge do you hope to gain from this experience? What indicators or metrics will you use to determine if you are meeting your goals?
When you sit down with your supervisor to understand her or his expectations, you should also discuss the specific goals and deliverables for your ALE. It is critical for this section to identify how you will observe and measure progress towards your goals. It’s exceedingly difficult to track progress or success if you cannot readily identify what progress looks like. The ability to identify observable metrics is an invaluable one and, further, will form the backbone of how you represent your past success on resumes, in interviews, or on applications.

Describe the methods or process you will use to meet your goals. This should be considered your initial plan for how you will be successful. Break the section down by each project goal and deliverable stated above. At this point, you may still be in the planning phase with your supervisor and, as such, the expectation is that you have thought through how to start movement on your goals as opposed to have the full plan laid out. For example:

1. I will work with the communications director to develop the primary themes of the campaign, assess the budget, and review past communications initiatives to design a new campaign’s focus and scope. I will have the initial campaign design complete by August 15th.

2. Each Tuesday and Thursday evening after my shift at the office, I will visit the shelter with one of my co-workers to hand out flyers, talk with residents, and help educate them on the services offered by Boulder Food and Family.

3. We will first generate a call for proposals from CRM platforms, and then work to integrate our various lists, databases, and contact rosters into one coherent email database.

**Supervisor/Organization Expectations:** Discuss here the expectations that your advisor/supervisor and/or the organization at large have of you in this experience. These expectations must come directly from your supervisor and not be generated by you. Sit down with your supervisor and get a thorough understanding of what he or she expects from you in this position. You should develop this as a practice for all future employers, mentors, etc to prepare yourself to be successful.

**Anticipated Challenges:** Describe the challenges you foresee in this experience and how you plan to overcome them.

**Personal Strengths/Weaknesses/Traits:** In PLC and other classes, you have completed assessments such as StrengthsQuest and the VIA Character Strengths inventory. Use this section to describe how your strengths will be leveraged during this experience. How might this experience challenge your greatest strengths and weaknesses? For example, do you hope to develop your skills of “empathy” or “adaptability”? How might you do this and why would this be important for your current and future endeavors?
1. **Mid-Point Memo or Meeting:**
Mid-point memos should be **no more than one page typed** in the PLC memo format (see appendix A). The purposes of memos are to check-in on your progress toward your goals and discuss any changes, challenges, or issues you may be experiencing. Memos will be placed in the shared specified google drive folder and emailed to the ALE Coordinator at halley.herbst@colorado.edu on the dates indicated in your contract. Even if the date in the contract is not the exact midpoint for your experience, you will submit the memo at this time reflecting on your progress thus far. Your memo should cover the following:

- An evaluation of your progress to-date
- Challenges and successes you have achieved/are facing
- Discuss methods you will or have used to continue progress

As an alternative to the written memo, students can schedule a meeting with the ALE Coordinator, Halley Herbst (halley.herbst@colorado.edu) and come with notes prepared to discuss midpoint progress. Credit will not be given if student does not come prepared to discuss the points highlighted in the reflection memo (see Appendix A).

2. **Mid and End-Point Supervisor Evaluations:**
Your supervisor is asked to complete two evaluations of your performance during your experience. **You** will contact your supervisor directly to request those evaluations and will send the evaluation form downloaded from the [PLC website](http://plc.colorado.edu). Ask that the mentor share the evaluations with you directly and then upload them to your shared google drive and send halley.herbst@colorado.edu an email confirming your drive is up to date with all Midpoint materials so that your records can be updated. **It is up to you** to ensure your supervisor is aware of the evaluation component of your experience and agrees to complete both evaluations.

3. **Final Synthesis Paper (LD & UD) and Poster Presentation (UD)**
A final synthesis is devoted, expressly, to your reflection on your experience and articulating what you have learned and how you will apply it to your future.
A **Lower-Division ALE** requires a **paper** that successfully communicates the synthesis criteria below.

- Overview of your personal and supervisor expectations, learning goals, project goals.
- Evaluate your efficacy in achieving goals or expectations: Where were you most successful? Where did you encounter significant challenges or obstacles?
- Discuss what you have learned in this experience. Indicate in what **PLC domains of leadership development** you observed the most and least amount of personal growth. The PLC domains of leadership education are **critical thinking & analysis, academic & professional excellence, creativity, ethical reasoning, thoughtful implementation, and community impact.**
- How will you apply this experience to future endeavors, either personal or professional?
  - **Project deliverables as a synthesis:** Occasionally, the deliverable you have for an ALE project can function as a lower-division synthesis paper. A good example of this is publishing research as a research assistant. If you believe your project deliverable can function as a synthesis, contact the ALE Coordinator for approval.

An **Upper-Division ALE** requires a **synthesis paper** that follows the same guidelines detailed above for Lower Division and a **poster presentation** that will be presented at the Spring ALE Poster Session. Your poster must follow the standard scientific poster layout in which students discuss their role, goals, accomplishments, shortcomings, and reflection on the ALE process and how the experience ties to your future endeavors. The poster is **NOT** to be paragraph long reiterations of your paper but rather bullet point phrases that succinctly describe your experience which you will elaborate on further as you verbally present your poster at the presentation session. Make your poster visually appealing with pictures and icons throughout. Judges will determine the **best poster presentations** at which point winners will receive scholarship awards.

**Your poster presentation must meet the following criteria:**
- Overview of the host organization and your position. Share interesting/fun details about the organization that might attract future PLC students.
- Overview of your personal and supervisor’s expectations, learning goals, and project goals if any.
- Evaluate your efficacy in achieving those goals or expectations: where were you most successful? Where did you encounter significant challenges or obstacles?
Discuss how the ALE process impacted your experience.

How will you apply this experience to future endeavors, either personal or professional?

Leave 1 minute for questions from students.

If you cannot present on the designated dates for the symposiums, you will need to issue a doodle poll to the professional staff to arrange a presentation date and time. To do so, follow the directions below:

**Arranging an alternative time and location for your synthesis presentation:**
1. Send a Doodle Poll (or similar) to PLC professional staff with a variety of presentation dates/times to choose from.
2. Once a date/time where at least two staff members can attend is identified, you will reserve a room in the Norlin Commons and notify attendees of the location, date, and time.

**UPPER DIVISION ePORTFOLIO UPDATES**

**PLC/LSM ePORTFOLIO REQUIREMENTS**
You have, and will continue throughout life, to demonstrate leadership (and followership) in many settings. These experiences may be:
- Short-term or long-term opportunities
- Obvious or subtle leadership roles
- Work, community or peer related
- Amicable or contentious situations
- Effective or ineffective in their outcomes

Identifying, connecting and documenting these experiences with your academic coursework is an essential way to further developing your leadership knowledge and skills.

Using the Leadership Studies Minor *Thoughts to Ponder* (below), demonstrate and reflect upon at least one experience prior to taking the LEAD 4000 Capstone. *This reflection must be 500 words minimum.* Where applicable, protect the anonymity of persons in your recorded experiences, especially if writing about a contentious leadership situation.

Use the Post feature on your ePortfolio page or the tools available on the site to create additional pages to document your experiences and share artifacts of your work.

**LSM "Thoughts to Ponder":**
The ALE synthesis criteria covers most of the items below and will be sufficient in meeting the ePortfolio requirements for both PLC and the LSM. However, the Leadership Studies Minor offers the following suggestions to consider in your final synthesis for uploading to your ePortfolio.

- Reflect on your leadership experiences, covering the following:
- Describe your role, the experience, the timeline
- Goals, Challenges. Successes, Roles, Failures
- Potential, actual continuity/sustainability of the project (e.g. leadership handoff)
- Leadership lessons learned
- Linkages to leadership course work, and any other significant learning
- Feedback from your supervisor, mentor, peers involved in the experience
- Reflect on your learning from this feedback

COMPLETING YOUR EXPERIENCE

Your ALE will be complete when you have successfully submitted all of your deliverables (see table on page 5) and your final synthesis paper and poster has either been turned in or presented and approved. Once an ALE has been completed, the student’s record will be updated. A feedback survey will be emailed to the students. Completion of this survey marks the end of the ALE project. Congratulations on completing your Applied Leadership Experience!
Appendix A: PLC ALE Memo Template

To: Recipient(s) name and professional title

CC: Those who may receive this memo for awareness purposes

From: Your name and title

Subject: General Memorandum Guidelines

Date: The date the memo is written

1. Your first paragraph expands on the subject. This memo format is intended to give you general guidelines to follow when drafting professional memorandum for school, PLC or work settings.

2. The body of your memo should be concise and to the point, with paragraphs separated by major ideas.

3. The length of your memo should be no longer than 1-2 pages.

Signature Block
Your Name
Your Title
Appendix B: ALE Scholarships

Enrichment Fund Scholarships for Applied Leadership Experiences:

PLC Enrichment Fund scholarships are awarded to PLC students based on situational and project needs twice yearly. Funding can be applied for second semester freshmen, sophomores, juniors, and first semester seniors. Awards are granted based on the following criteria for a student on a semester basis:

- Students are in good academic and program standing
- Project/Opportunity will allow student to enrich their academic/leadership development, especially in their field of study; and/or complete PLC and the LSM.

Students can apply for scholarships of up to $1000 per semester. Enrichment funding amounts and numbers awarded will vary by available resources, the number of applications received, and by adherence to the criteria listed above. The Enrichment Fund Scholarship is just as competitive as any other scholarship. Awards and amounts are not guaranteed for any category, and applications are evaluated at a high standard of excellence.

Enrichment Funds are allocated each semester through the Office Financial Aid against the cost of tuition. Awards cannot be allocated as cash/check nor can they be awarded during the summer (except in the case of PRLC courses in Maymester).

The PLC Assistant Director, Jessie Kasynski, will accept enrichment applications each fall and spring semester.
### Appendix C: Previous ALE Host Organizations

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<td>PLC Staff -- 1st Year CA</td>
<td>MiTek Industries</td>
<td>Semester at Sea</td>
</tr>
<tr>
<td>Leeds Student Council</td>
<td>Envision</td>
<td>Global Inquiry</td>
</tr>
<tr>
<td>PLC Staff - Global Issues CA</td>
<td>University of Regensburg</td>
<td>CU Student Government</td>
</tr>
<tr>
<td>Fresca Foods</td>
<td>The Good to Great Project</td>
<td>Cub Scouts</td>
</tr>
<tr>
<td>Dream Outside the Box</td>
<td>Lancaster University</td>
<td>PLC Staff -- Recruitment and Selection</td>
</tr>
<tr>
<td>The American Enterprise Institute at CU Boulder</td>
<td>Miramontes Arts and Sciences Program - CU Boulder</td>
<td>Mile 21 A Cappella</td>
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<tr>
<td>Startup Colorado</td>
<td>Springs Fabrication, Inc</td>
<td>Critical Language Scholarship</td>
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<td>Spinal Cord Injury Recovery Project</td>
<td>Spring Leaf Financial</td>
<td>The Club at Rolling Hills</td>
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<td>Global Livingston Institute</td>
<td>Federal Reserve Bank of Boston</td>
<td>The River Center</td>
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<tr>
<td>CU Boulder Residence Life</td>
<td>The American Legion Colorado Boys State</td>
<td>ABC Pediatrics</td>
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<tr>
<td>Generation Teach</td>
<td>YMCA of Boulder Valley</td>
<td>Pediatric Heart Lung Center</td>
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<tr>
<td>GlobeMed</td>
<td>Brookdale at Boulder Creek</td>
<td>University of Colorado School of Medicine</td>
</tr>
<tr>
<td>CU Energy Poverty Club</td>
<td>Foothills Park and Recreation District</td>
<td>Financial Stewards Associates</td>
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<td>Greenwood Wildlife Rehabilitation Center</td>
<td>Broadreach College</td>
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<td>CU Residence Life</td>
<td>CU Engineering Fellows</td>
<td>CU Environmental Center</td>
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<td>Kappa Kappa Psi-Alpha Iota</td>
<td>University of Colorado Sleep and Development Laboratory</td>
<td>Sigma Phi Epsilon</td>
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<td>CU Boulder Microfabrication Laboratory</td>
<td>Starz Entertainment</td>
<td>Colombian Agency for Reintegration</td>
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<td>Students for Education, Medicine &amp; Service (SEMS)</td>
<td>YMCA of Boulder Valley – YMCA</td>
<td>CU Science Discover</td>
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<td>Camp Santa Maria</td>
<td>i3 Impacto Social</td>
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<td>Perkins Single Molecule Biophysics Lab</td>
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<td>St. Lukes United Methodist Church</td>
<td>Dr. Thomas Cech’s Lab</td>
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<td>Post Brewing</td>
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<td>PLC-Wilderness Applied Leadership Capable Teens</td>
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<td>Paul Scherrer Institute</td>
<td>CU Boulder Tri Team</td>
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<td>Southwestern Advantage</td>
<td>Creekside Elementary School</td>
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<td>Fellowship of Catholic University Students</td>
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<td>Boy Scouts of America</td>
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