

Guidelines for Real-World Ready (RWR) Faculty Grant Implementation

RWR professors must adhere to the following guidelines when organizing and implementing an experiential-learning component:

1. Every time a professor takes a group of students off the Southeastern campus or sends students to travel individually for a study-away experience, it is necessary to complete and process an Office Campus Individual/Group Visitation form at least five business days prior to traveling. The form is available here:

http://www.southeastern.edu/admin/stu_dev/services/index.html

Each driver must complete a form that includes providing proof of a valid driver's license and insurance.

2. RWR study abroad experiences must follow the guidelines of the Office of International Initiatives:

http://www.southeastern.edu/acad_research/programs/ii/index.html

3. The RWR professor must execute an Affiliation Agreement/Memorandum of Understanding (MOU) between the professor and all off-campus partners. An Affiliation Agreement provides the specific details, purposes, and objectives of the RWR experience. Sample agreements may be found on the Office of Experiential Learning's faculty resource page:

http://www.southeastern.edu/acad_research/programs/el/services/index.html

Each agreement must include a mutual indemnification clause signed by the professor, the Department Head, the Director of the Office of Experiential Learning, the Dean, the Provost, and the President. All who sign the form will keep these Affiliation Agreements for RWR activities on file through 2020; they should be available at all times for review.

The following wording (mutual indemnification clause) must appear in all agreements:

HOLD HARMLESS:

A. Southeastern Louisiana University, shall indemnify, defend and hold harmless AGENCY NAME from any or all claims, demands, and expenses of any kind, including attorney's fees, which result from or arise out of any act or omission of its students or faculty members relating to the terms and conditions of this Agreement.

B. AGENCY NAME shall indemnify, defend and hold harmless Southeastern Louisiana University from any or all claims, demands and expenses of any kind, including attorney's fees, which result from or arise out of any act or omission of its agents and employees relating to the terms and conditions of this Agreement.

Important note: If the Provost and President have already signed Affiliation Agreements for students to do the work specified in RWR courses at the sites and during the periods

indicated in those signed Affiliation Agreements, then those MOUs/Affiliation Agreements are sufficient. In these instances, we are not requesting a second MOU/Affiliation Agreement from RWR professors. The Office of Experiential Learning still needs a copy of the active Affiliation Agreements with outside partners for all RWR courses.

When there are no active agreements and the RWR activities involve students completing work off campus with outside partners, RWR faculty will create and execute an Affiliation Agreement following the faculty grant guidelines, including the mutual indemnification clause and all required signatures. Affiliation Agreements must be executed before the RWR course component begins. Please follow the routing per the signature lines beginning with the professor and moving forward.

Affiliation/Hold Harmless Agreements are not required for trips such as student conference attendance or for a brief tour at a regional location. When an Off-Campus Visitation Form is filled out and approved (see item 1 above), that form meets the requirements for student travel sponsored by a professor.

4. At the beginning of each semester, students and professor must sign an Agreement of Student Responsibilities in all RWR courses. Copies should be given to the students, and kept on file by the faculty member. The Department Office and the Office of Experiential Learning should keep copies on file. Sample agreements are available for review on the OEL faculty resource page:

http://www.southeastern.edu/acad_research/programs/el/services/index.html

5. For those faculty members receiving supplemental pay, the 5.01S (revised 7/20/16) must be completed and approved prior to the start of the work:

<http://www.southeastern.edu/admin/hr/forms/index.html>

Receivables required to receive the supplemental pay are:

- A. Executed student/professor agreements (or the draft document).
 - B. Executed affiliation agreements with outside agencies if needed (or the draft document).
 - C. Submitted no later than the date grades are due [assessment data on the template provided for the Real-World Ready course](#).
 - D. A short summary of accomplishments and an action plan for future improvements submitted to the Director of the Office of Experiential Learning no later than the date grades are due.
6. Once awarded an RWR grant, the faculty member must incorporate (until at least 2020) the experiential-learning component into the course section. And while all RWR faculty are eligible to apply for additional enhancement grants for their RWR course sections, they are required to align with the four SLOs and report assessment results each time they teach their RWR sections (whether or not they apply for an enhancement grant):

SLOs:

- A. Students will apply professional (discipline-specific) knowledge in an authentic setting;
- B. Students will demonstrate effective communication in a professionally authentic form;
- C. Students will reflect on their work—identifying strengths and weaknesses of product and process, and deriving directions for future efforts; and
- D. Students' professional behaviors reflect a commitment to quality work.

RWR assessment includes:

- A. Assessment of the experience, the work and the behavior as described in the RWR Assessment Plan;
 - B. Reporting of student aggregate results in line with the RWR master holistic rubric.
7. The grant recipient should confirm with the home department that a description appears in PeopleSoft on the "Schedule of Class" course detail description: *This course is a Real-World Ready class that incorporates an experiential-learning component to supplement the classroom instruction (class note 0040)*. This information should also appear on the course syllabus.
8. Each grant recipient should meet individually with the Director of the Office of Experiential Learning if there are questions for the budget awarded. Faculty must encumber, spend, and reconcile grant funds before the end of the fiscal year.
9. Additionally, all RWR faculty must:
- A. Share RWR experiences in campus-wide discussions including Southeastern's annual Faculty Conference on Teaching, Research and Creativity.
 - B. Comply with Southeastern's policies and procedures for purchasing, travel, inventory, and budget management.
 - C. Attend mandatory training or other sessions as needed.