George Mason University | Interdisciplinary Studies
MAIS 695: Experiential Learning (# credits) | Semester/Year

Instructor of Record Information
Instructor Name
Instructor George Mason Office Address
Instructor E-mail:

Client Information
Client Name
Client Address
Client Email and Phone Number

Course Description
This course provides practical work experience via an internship, service-learning project, consultancy, or field study that the student brokers with a third party. The purpose of experiential learning is to seek new challenges and experiences and to apply classroom learning to real-world problems and projects.

Student Learning Outcomes
Skills developed through this course include written and oral communication, critical thinking, research, leadership, and project management. The course content, readings, class activities, assignments, and emphasis on applying theories and concepts to practice (reflective practice) are intended to contribute to student learning and development of these competencies.

Course Objectives
Consider:
i.Cognitive Objectives: What students should know
ii. Affective Objectives: What students should care about, or how they perspectives will be
iii. Behavioural Objectives: What students should be able to do?

Examples from previous experiential learnings:

- Research on potential grantors and funding/fundraising from a variety of funding streams, including an assessment of their efficacy.
- Gain experience with non-profit event preparation and grant fund management
- Learn how outdoor education can contribute to more sustainability-minded youth
- Network with environmental professionals
- Identify extent to which current non-project management curricula identify these issues
- Contribute recommendations to curricula changes to fill gaps
- Monitor the types of organizations being partnered with and the content of the data being collected to see what Jewish individuals, communities and voices may be missing
- Drafting two social media posts per week to help spread the word about the collection project to additional American Jewish institutions and individuals
- Improve knowledge on local and state-wide social and economic services
- Understand how social media can become a strategy that improves the marketability of the organization

Course Guidelines

Communication with Professor: All Mason students are required to communicate via their Mason email address.

Reflection: Thoughtful, critical reflection and engagement with the materials.

Respect and Professionalism: We are each other's teachers and, as such, it is expected that we treat each other with respect and professionalism at all times even though opinions may differ. Disrespect will not be tolerated in this community. Please see "Course and University Policies" below for specifics on classroom climate.

Technology Guidelines and Blackboard Course Management System: You will need access to GMU's Blackboard (http://mymason.gmu.edu). **All assignments should be turned in on the Blackboard course management system, unless otherwise noted**. The User Name should be the first part of your Mason email address and the same password that you use to access your Mason email account. If you require assistance with Blackboard access, please contact the GMU IT Unit: https://itservices.gmu.edu/

Course Assessment
Assessment by the instructor of record will be based on the student's completion of:

EXAMPLE: Three deliverables, as well as on a letter of evaluation from the client. The student's deliverables include a Non-Profit Start Up Portfolio, two Progress Journals, and a Social Entrepreneurship Synthesis Paper. These assignments will be explained further below.

Grading Scale
A+ = 200 – 194 | **A**   = 193 – 186 | **A-** = 185 – 180 | **B+ =** 179 – 174 | **B**   = 173 – 166 | **B-** = 165 – 160
C+ = 159 – 154 | **C**   = 153 – 146 | **C-** = 145-140 | **D =** 139-120 | **F =** 119 – 0

NOTE: If you have a concern about the grade you receive on a specific assignment you should contact the course facilitator within two weeks of receiving your grade for that assignment.

Writing and Writing Format
This is a leadership course AND a writing course. I will be evaluating your writing carefully and reaching out with appropriate feedback. I encourage each of you to visit the Writing Center as much as possible throughout the term – you may do so in person, via e-mail, and/or via video.

Grading Rubrics
In this course, we will use rubrics to guide the final paper so that expectations are fully transparent. Rubrics are posted in BB in the assignment's instruction folder under "Course Assignment."

Course and University Policies

Commitment to Diversity and Classroom Climate

George Mason University strives to create an inclusive community that celebrates diversity and reflects the diversity of our plural society. We do not discriminate on the basis of race, class, linguistic background, religion, gender identity, sex, sexual orientation, ethnicity, age, or physical ability. This course assumes that all opinions, thoughts, and ideas deserve respectful hearings from others. In fact, diversity in analysis and expression is the key to a successful course. Demeaning, intolerant, and/or disruptive behavior or responses at any time are inappropriate. Use points of disagreement/conflict to learn more about yourself, others, and the course material. We expect you to communicate diverse and opposing ideas and perspectives with professionalism and civility.

Accommodations for Disabled Students

Disability Services at George Mason University is committed to providing equitable access to learning opportunities for all students by upholding the laws that ensure equal treatment of people with disabilities. If you are seeking accommodations for this class, please visit http://ds.gmu.edu/ for detailed information about the Disability Services registration process. Then please discuss your approved accommodations with me. Disability Services is located in Student Union Building I (SUB I), Suite 2500. Email: ods@gmu.edu, Phone: (703) 993-2474. Please let the instructor know if there are ways the course can be more inclusive for your success; whether documented or not.

Absences for Religious Holy Days

Students will not be penalized for absences or late assignments due to observance of their religious beliefs; however, it is the student's responsibility to inform the instructor by the third week of class of any accommodations required for religious observances.

Academic Integrity

Mason is an Honor Code university; please see the Office for Academic Integrity for a full description of the code and the honor committee process. Three fundamental principles to follow at all times are that: (1) all work submitted be your own, as defined by the assignment; (2) when you use the work, the words, or the ideas of others, including fellow students or online sites, you give full credit through accurate citations; and (3) if you are uncertain about the ground rules on a particular assignment or exam, ask for clarification from the instructor. In addition, use of Generative-AI tools should follow the fundamental principles of the Honor Code.

Sexual Misconduct

As a faculty member, I am designated as a "Non-Confidential Employee," and must report all disclosures of sexual assault, sexual harassment, interpersonal violence, stalking, sexual exploitation, complicity, and retaliation to Mason's Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason's confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-993-3686 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance or support measures from Mason's Title IX Coordinator by calling 703-993-8730, or emailing titleix@gmu.edu. For more information visit: https://diversity.gmu.edu/equity-access-services/title-ix.

Student Support

There are a range of support services for students at Mason that can be accessed to ensure a successful personal, professional, and academic experience. For information about student support services visit: https://stearnscenter.gmu.edu/knowledge-center/knowing-mason-students/student-support-resources-on-campus/.

Student Feedback and Complaints

Students are also welcome to set up a meeting with the instructor to ask questions, seek clarification, and provide feedback on the course. If an issue is not resolved with the instructor, there are other resources to support students:

• College of Humanities and Social Sciences Grievance Information/Form: https://academicaffairs.chss.gmu.edu/other-forms/grievances

• Office of the Ombudsperson: https://ombuds.gmu.edu/

Late and Missing Assignments
Assignments submitted late (beyond date/time indicated on course schedule) will be penalized 20% for each day they are past due, including Fridays, Saturdays, Sundays (and holidays) (with a maximum of 3 days late submission allowed). Any assignment submitted 4+ days after the original due date will not be accepted. Please note that late penalties begin to accumulate the first minute after time due (e.g., - if due at 5pm, late penalties begin at 5:01pm). Assignments may only be made up if you demonstrate that failure to complete required assignments was due to a valid reason. Please coordinate with the instructor.

Every effort will be made to post grades/feedback to BB within one week of submission, but delays may occur.

Course Add/Drop
Please review the add/drop deadlines for this course.

GMU E-mail and Inclement Weather Policy
In compliance with a University-wide initiative, faculty and staff will correspond electronically with students only through their GMU assigned email accounts. No assignments will be accepted via email unless specifically requested. Please check your email account regularly for updates and important announcements; checking your email during University closings is especially important, as we will alert you to schedule changes.

University Resources

Blackboard: https://mymasonportal.gmu.edu/

Counseling and Psychological Services (for free counseling): SUB I Room 3129, 703-993-2380, http://caps.gmu.edu

Financial Literacy (assistance understanding your finances and financial aid): https://www2.gmu.edu/admissions-aid/financial-aid/financial-literacy

Graduate and Professional Students Association (GAPSA): http://gapsa.gmu.edu/

Graduate Student Life: http://gradlife.gmu.edu/

Human Subjects Ethics Training: http://oria.gmu.edu/research-with-humans-or-animals/institutional-review-board/human-subjects-training/

Information Technology Services: https://itservices.gmu.edu/

Learning Services (for free coaching & academic skills workshops): https://learningservices.gmu.edu/

Library Info Guides: http://infoguides.gmu.edu/

Mason Alerts: Sign up at https://ready.gmu.edu/masonalert/ for alerts related to campus emergencies and closings.

Office of Academic Integrity: https://oai.gmu.edu/

Office of Disability Services: http://ods.gmu.edu

Patriot Pantry (for free food assistance): https://ssac.gmu.edu/patriot-pantry/ or email pantry@gmu.edu to make an appointment to use the pantry.

Patriot Web (to register for courses or view your transcript & degree evaluation): https://patriotweb.gmu.edu/

Stay Mason Student Support Fund (for students in acute financial distress who are at risk of dropping out): https://ulife.gmu.edu/forms/stay-mason-student-support-fund-application/

Student Support & Advocacy Center (for health, well-being, and support): SUB I Suite 3200, 703-993-3686, https://ssac.gmu.edu/

Writing Center, Robinson A114, 703-993-1200**,** http://writingcenter.gmu.edu

Policies:

UNIVERSITY: The University Catalog, http://catalog.gmu.edu , is the central resource for university policies affecting student, faculty, and staff conduct in university academic affairs. Other relevant policies are available at http://universitypolicy.gmu.edu/. All members of the university community are responsible for knowing and following established policies.

COLLEGE OF HUMANITIES & SOCIAL SCIENCES**:** CHSS has policies related to transactions like extensions, withdrawals, incompletes, etc. that may be found here: https://chss.gmu.edu/graduate/policies .

INTERDISCIPLINARY STUDIES: Students may download the Student Handbook from http://mais.gmu.edu , and most major policies/procedures are described online here: https://mais.gmu.edu/current-students .

Course Requirements and Assignments

There are **# graded parts** of this course for a total of ### points.

Course Components/Assignment	Point Value	% of Course Grade
Assignment #1	##/###	##%
Assignment #2	##/###	##%
Assignment #3	##/###	##%

1.Assignment #1 (### possible points | ##% of course grade)
Example:

The portfolio serves as the final work product/deliverable for the EL consulting experience. This portfolio will include tangible documentation of your progress in researching non-profit start up options, strategies, etc. as well as actions in line with startup establishment (if applicable).Per the EL contract, this portfolio will include (but not be limited to) evidence of the following:

- Research on establishing non-profit name, mission, vision, business plan, bylaws.
- Research on the problem of homelessness in the DC area.
- Research on potential partners (homeless shelters/outreach groups).
- Research on requirements for 501c status and any additional research that filing would require.

2. Assignment #2 (### possible points | ##% of course grade)

Example:

During the EL, you will keep a journal and submit it to me as required by the course schedule. My hope is that the journal will serve as a tool for reflection as we engage in readings, activities, etc. I encourage you to use the journal as a place to think out loud about your project, issues you are considering, dilemmas and scenarios you are mulling, challenges you are working, etc. I will post questions for you to discuss in your journals.

3. Assignment #3 (### possible points | ##% of course grade)
Assignment Description Here

Formatting: All assignments--except for journals--must be typed using 12-point font and one-inch margins, double-spaced. You must correctly and consistently **use the APA writing style**. Websites must also be cited properly (e.g., full and accurate URL, date retrieved). Please consult GMU's Writing Center for assistance.

Submitting Your Work: All assignments should be submitted as Word documents (not PDFs or written into BB) unless otherwise noted. Every assignment will include an APA-formatted cover-page with a signed integrity statement (sample provided). 2-point deductions will be incurred on the assignment if the page is missing.

Required Course Texts

Readings to be provided to student by Professor on BB.

Proposed Course Schedule (subject to change)

Date	Topic	Assignment(s)
Day #/#	Topic	• Submit Assignment by 5pm.
Day #/#	Topic	• Submit Assignment by 5pm.
Day #/#	Topic	• Submit **Assignment** to client by 5pm. • Submit Assignment by 5pm.