

Proficiency and Experience Request

Non-Course Based

(Submit this completed form along with all supporting documentation to the Office of the University Curriculum/GEC in G02 Clements Hall)

Name _____ SMU ID Number _____

Telephone _____ E-mail _____ Major _____

Student Signature _____

Date _____

Please circle the Proficiency and Experience you would like to request and complete the checklist to demonstrate how the sustained activity gave you the opportunity to develop the learning outcome, or outcomes associated with the Proficiency:

1. Community Engagement:

- ☐ Describe the experience in two or three sentences.
- ☐ Pick one of the two Community Engagement Student Learning Outcomes, which can be found on our website at smu.edu/UCSLOs, and provide a concrete explanation of how your non-course based work has helped you achieve this outcome.
- ☐ Provide evidence from a supervisor or program director that you have completed the activity or work. (Note: Having only a signature will not be accepted, but an email from a supervisor or person in charge will be accepted.)
- ☐ Include a reflective essay that encompasses what you have learned and what you will take from this experience.

2. Global Engagement:

- ☐ Describe the experience in two or three sentences.
- ☐ Pick one of the two Global Engagement Student Learning Outcomes, which can be found on our website at smu.edu/UCSLOs, and provide a concrete explanation of how your non-course based work has helped you achieve this outcome. (Note: If your global engagement request involves experiences authorized through SMU Abroad, check with that office for specific information about how to have your SMU Abroad experiences satisfy this proficiency.)
- ☐ Provide evidence from a supervisor or program director that you have completed the activity or work. (Note: Having only a signature will not be accepted, but an email from a supervisor or person in charge will be accepted.)
- ☐ Include a reflective essay that encompasses what you have learned and what you will take from this experience.

3. Human Diversity:

- ☐ Describe the experience in two or three sentences.
- ☐ Pick one of the two Human Diversity Student Learning Outcomes, which can be found on our website at smu.edu/UCSLOs, and provide a concrete explanation of how your non-course based work has helped you achieve this outcome.
- ☐ Provide evidence from a supervisor or program director that you have completed the activity or work. (Note: Having only a signature will not be accepted, but an email from a supervisor or person in charge will be accepted.)
- ☐ Include a reflective essay that encompasses what you have learned and what you will take from this experience.

4. Information Literacy:

- ☐ Describe the experience in two or three sentences.
- ☐ Include the two Information Literacy Student Learning Outcomes, which can be found on our website at smu.edu/UCSLOs, and provide a concrete explanation of how your non-course based work has helped you achieve each one of these two outcomes.
- ☐ Provide evidence from a supervisor or program director that you have completed the activity or work. (Note: Having only a signature will not be accepted, but an email from a supervisor or person in charge will be accepted.)
- ☐ Include a reflective essay that encompasses what you have learned and what you will take from this experience.

5. Oral Communication:

- ☐ Describe the experience in two or three sentences.
- ☐ Include the two Oral Communication Student Learning Outcomes, which can be found on our website at smu.edu/UCSLOs, and provide a concrete explanation of how your non-course based work has met each one of these two outcomes.
- ☐ Provide evidence from a supervisor or program director that you have completed the activity or work. (Note: Having only a signature will not be accepted, but an email from a supervisor or person in charge will be accepted.)
- ☐ Include a reflective essay that encompasses what you have learned and what you will take from this experience.

6. Quantitative Reasoning:

- ☐ Describe the experience in two or three sentences.
- ☐ Include three of the seven Quantitative Reasoning Student Learning Outcomes, which can be found on our website at smu.edu/UCSLOs, and provide a concrete explanation of how your non-course based work has met each of these three outcomes.
- ☐ Provide evidence from a supervisor or program director that you have completed the activity or work. (Note: Having only a signature will not be accepted, but an email from a supervisor or person in charge will be accepted.)
- ☐ Include a reflective essay that encompasses what you have learned and what you will take from this experience.

7. Writing:

- ☐ Describe the experience in two or three sentences.
- ☐ Include the Writing Student Learning Outcome, which can be found on our website at smu.edu/UCSLOs, and provide a concrete explanation of how your non-course based work has met this outcome.
- ☐ Provide evidence from a supervisor or program director that you have completed the activity or work. (Note: Having only a signature will not be accepted, but an email from a supervisor or person in charge will be accepted.)
- ☐ Include a reflective essay that encompasses what you have learned and what you will take from this experience.

Please note: Approval is not possible in every case. We will contact you by phone or email if more information is needed.

	APPROVED	NOT APPROVED	DATE
ASSOCIATE OR ASSISTANT DEAN FOR THE UNIVERSITY CURRICULUM			