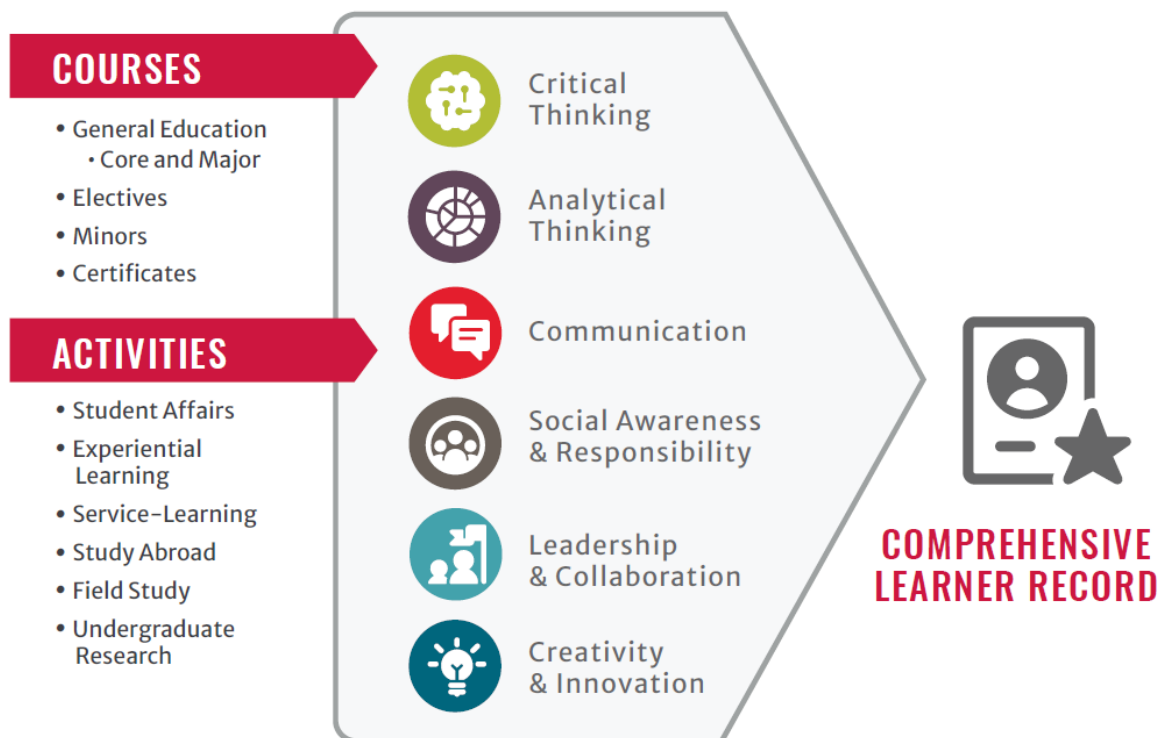




This reference guide will explain the process for submitting courses for fulfillment of the Experiential Learning requirement using the online course approval system, CAPA.

This process will support the Comprehensive Learner Record, or CLR, at the University of Georgia.

The CLR is designed to highlight students' validated competencies and achievements that they have acquired through their UGA coursework and activities. Courses and activities that are approved for Experiential Learning and that meet the Institutional Competencies will be displayed in the CLR. For the CLR to be as robust as possible for our students, we encourage as many courses as possible to be submitted through these new CAPA processes.



To navigate to the Experiential Learning Tab when creating a New Course Proposal:

STEP 1: Login to CAPA:

- Go to capa.uga.edu
- Click on the “Create or Change a Course” link



Submit a Course

Ready to create a new course or need to change an existing course?
Click below to get started.

CREATE OR CHANGE A COURSE



- Log into CAPA with your UGA MyID and Password

STEP 2: Open a New Course Proposal:

- Select your Unit and your Role within the Unit

UNIT

Biological Sciences

ROLE

Select a Role

Select a Role

Department Course Initiator

Department Staff

Department Head

TASK

STEP 3: Navigating to the EL Tab when working on a New Course Proposal

- Select “Begin a New Course Proposal” from the “Task” dropdown

TASK

Select a Task

Select a Task

Begin a New Course Proposal

Begin a Course Change/Deletion Proposal

Work on an Unfinished Course Proposal

Proposals Returned for Initiator Action

- Enter the relevant new course information (Course Prefix, Number, Cross-Listed Prefix, etc.), and select ‘Validate New Course ID’

ENTER NEW COURSE PROPOSAL INFORMATION

OWNING COURSE PREFIX:

BIOL - Biology

NUMBER: e.g., 2000, 4000/6000

1009

CROSS-LISTED PREFIX: e.g., (MATH)(STAT)

SELECT ONE: (see examples below)

- No Suffix: CSCI 2000
- Non-Credit Lab: CSCI 2000-2000L ⓘ
- Credit Lab: CHEM 2111L ⓘ
- Non-Credit Discussion Group: CSCI 2000-2000D ⓘ
- Online Learning Course: CSCI 2000E ⓘ
- Service-Learning Course: CSCI 2000S ⓘ
- Writing Intensive Course: CSCI 2000W ⓘ
- Integrated Language Course: CSCI 2000I ⓘ
- Undergraduate Research Course: CSCI 4960R ⓘ

HONORS: CSCI 2000H ⓘ

[Course ID Guidelines](#)

Validate New Course ID

[Course Suffix Guidelines](#)

- Input required information in the “Course Info”, “Equivalent Courses”, “Pre/Coreq”, “Primary Delivery”, and “Syllabus” tabs as needed for the course.
- Navigate to the “EL” tab at the top of the page:

[View Proposal in New Window](#)

NEW COURSE PROPOSAL **BIOL 1009**

1. Course Info

2. Equivalent Courses

3. Pre/Coreq

4. Primary Delivery

5. Syllabus

6. EL

7. IC

STEP 4: Select the Experiential Learning Area for which you intend to list the course:

PLEASE SELECT AN EL AREA LISTED BELOW:

- CREATIVE – Articulate, implement, and reflect on a substantive application of their academic foundations to a real-world setting and/or challenge
- GLOBAL (DOMESTIC AND INTERNATIONAL) – Interact with a culture and/or region distinct from their own and engage in academic inquiry and application afforded by the specific off-campus setting
- INTERNSHIP – Practice skills or methods related to their field of study through supervised work in a professional or organizational setting**
- LEADERSHIP – Articulate, implement, and reflect on a substantive application of their academic foundations to a real-world setting and/or challenge
- RESEARCH – Demonstrate and describe how systematic and in-depth inquiry into a problem contributes to the discovery or interpretation of knowledge significant to their field of study
- SERVICE – Demonstrate the ability to identify a community need and strategies for addressing it through mutual learning, critical analysis, reflection, and collaboration with a community partner

- Complete all five Learning Outcome Sections with relevant information for the proposal:
 - Engagement Learning Outcome
 - Mentorship Learning Outcome
 - Challenge Learning Outcome
 - Ownership Learning Outcome
 - Self of Social Awareness Learning Outcome

A. Engagement Learning Outcome (INTERNSHIP) -

The description of engagement indicates time commitment and/or other measures of intensity and depth of experience.

Justification of Engagement: *

Hours of Participation:*

45-89 v

To display a preview of the course in a new window that does not have text boxes and will allow you to print a copy of the proposal, click the “View Proposal in New Window” button at the top of the proposal page.

[View Proposal in New Window](#)

To copy a link to the proposal, click the icon in the top right corner of this page.

- This will allow you to share the course proposal that is in progress at the Initiator level. Once the course is submitted forward, the proposal will be viewable in CAPA Browse.

NEW COURSE PROPOSAL



STEP 5: Save the New Course Proposal for later editing, or submit the New Course Proposal along in the normal approval workflow for further review:

SAVE OR SUBMIT

One of the following must be selected:

- Temporary Save
- Submit to Department Staff
- Submit to Department Head

[Proceed](#)