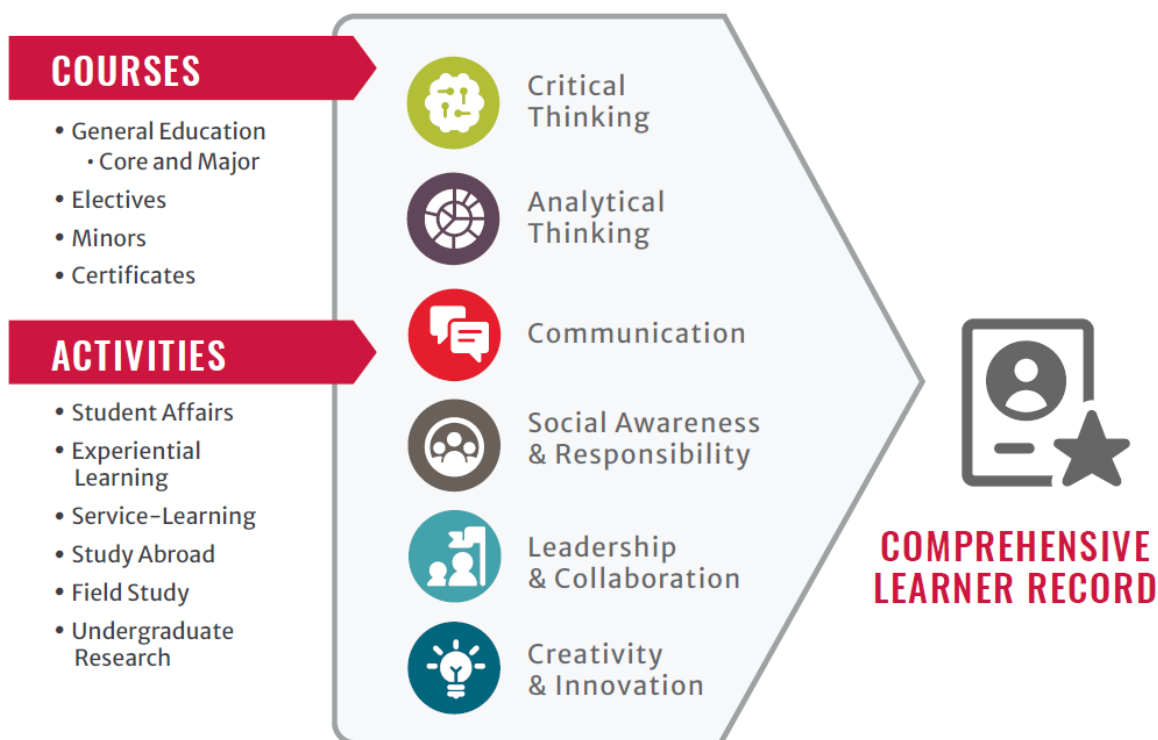




This reference guide will explain the process for submitting courses for fulfillment of the Experiential Learning requirement using the online course approval system, CAPA.

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 submitting a Course Change Proposal:

STEP 1: Login to CAPA:

- Go to capa.uga.edu
- Select 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 Course Change 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 Course Change Proposal

- Select "Begin a Course Change/Deletion 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

- Choose the relevant course you wish to edit from the list beneath the selected prefix and select "Begin Proposal":

BEGIN A COURSE CHANGE PROPOSAL

BIOL – Biology

SELECT ONE COURSE TO CHANGE OR DELETE

☐ BIOL 1103L

☐ BIOL 1103E

☒ BIOL 1103

☐ BIOL(FANR) 3460

☐ BIOL(WILD) 3700W

☐ BIOL 3710L

☐ BIOL 3720L

Begin Proposal

- Select the "Experiential Learning" checkbox under "Select the Fields You Would Like to Change", then click "Proceed":

SELECT THE FIELDS YOU WOULD LIKE TO CHANGE (INSTRUCTIONS):

- ☐ Course ID
- ☐ Course Titles
- ☐ Course Description
- ☐ Additional Requirements for Graduate Students
- ☐ Grading System
- ☐ Credit Hours and Lecture/Lab/Discussion Hours
- ☐ Non-Traditional Format
- ☐ Repeat Policy
- ☐ Equivalent Courses
- ☐ Required Prerequisites
- ☐ Prerequisite or Corequisite Courses
- ☐ Corequisite Courses
- ☐ Primary Delivery Mechanism
- ☐ Course Will Be Offered
- ☒ Course Objectives

Per University Curriculum Committee request, new course and course change initiators should consult the Center for Teaching and Learning's resources on Student Learning Outcomes (SLOs) before developing and revising course objectives/expected learning outcomes.

Course Objectives: The course objectives should be revised to reflect Student Learning Outcomes for the course.

[Center for Teaching and Learning Course Learning Outcomes Guide](#)

- ☒ Topical Outline

Topical Outline: For improved assessment, please revise the topical outline into the new format with individual fields provided.

- ☐ Honor Code Reference
- ☒ Experiential Learning
- ☐ Institutional Competency

To **DELETE** this course, click on the Delete Course button located under the Proceed and Cancel buttons below.

Proceed

Cancel

- Navigate to the top of the Course Change Proposal page, and select the "EL" tab at the top:

[View Proposal in New Window](#)

COURSE CHANGE PROPOSAL BIOL 1103

Course Info

Equivalent Courses

Pre/Coreq

Primary Delivery

Syllabus 

EL 

IC

Course Change/Deletion

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

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.

Biological Sciences / Department Course Initiator / Begin a Course Change/Deletion Proposal

BACK BUTTON HAS BEEN DISABLED

AUTO SAVED AT 1:46:59 PM

[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.



COURSE CHANGE PROPOSAL



STEP 5: Save the Course Change Proposal for later editing, or submit the Course Change 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