Roles and Responsibilities of the Experiential Learning Coordinator

I. Promote and market experiential learning at MCC
   a. Work with Marketing Director to promote experiential learning at MCC
   b. Be available to speak to groups about experiential learning at MCC

II. Conduct Experiential Learning Workshops
   a. To train faculty and staff as needed
   b. Provide brochures and current information related to experiential learning
   c. Attend appropriate workshops and conferences

III. Build and maintain community relationships
   a. Identify potential sites for placement
   b. Assist faculty and staff with placements
   c. Monitor quality of sites

IV. Create appropriate experiential learning policies
   a. Legal documents for students (responsibility and liability)
   b. Legal documents for agencies (responsibility and liability)

V. Maintain clearinghouse and records
   a. List of appropriate sites
   b. Credit/non-credit records.
   c. Maintain relationships with Student Life Volunteer Activities Coordinator
   d. Records of faculty and student involvement
   e. Site agreements
   f. Permission forms
   g. Glossary of standardized terminology for experiential learning
   h. Create and maintain website with links to other experiential learning sources on the local, state and national level.

VI. Seek grants and funding opportunities to support experiential learning activities
   a. Establish criteria for awarding funds for faculty, students and staff.
   b. Convene a committee to review applications for funds
   c. Maintain appropriate records of grant funds
   d. Provide reports as needed
   e. Coordinate with other campus funding sources (e.g. CLEF, Innovation Awards, Perkins Grants, )