

## **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, )

