**Sample Co-Curricular Experience [NAME THE EXPERIENCE]**

**Outline and Calendar**

[YOUR NAME]

[YOUR OFFICE]

[YOUR E-MAIL ADDRESS]

[YOUR MOBILE OR OFFICE CONTACT]

**Introduction**

Provide an explanation and rationale for the cocurricular learning experience by describing the goals of the experience and the questions, topics, or issues the activity and reflection will address (at least 1 page). List other specific details about the operation of the experience and its reflection periods. Incorporate the specific Learning Outcomes for the BU Hub Area addressed by this cocurricular experience. [INSERT THE SPECIFIC LEARNING OUTCOMES FOR THE HUB AREA; NOTE: MANY PROPOSALS WILL ADDRESS AN AREA THAT FALLS UNDER EITHER THE DIVERSITY, CIVIC ENGAGEMENT, AND GLOBAL CITIZENSHIP CAPACITY OR THE INTELLECTUAL TOOLKIT CAPACITY]

**Release & Waiver Request**

Your field trips, excursions, and other off-campus activities may require students to sign a release and waiver. Please contact [NAME] in the Office of General Counsel to explain your activity and determine if your experience requires students to sign a release and waiver. If so, include a copy of the waiver with this Outline and Calendar.

**Calendar and Outline**

For each week or meeting time include the topics to be covered, the analytical question(s) that will frame the discussion, and any required assignments and materials. Include detailed information on meeting times and meeting locations. The themes of your weeks should incorporate the description of the specific learning outcomes for the BU Hub Area that you choose (learning outcomes for the Hub capacities of Diversity, Civic Engagement, and Global Citizenship and the Intellectual Toolkit can be found in the [Hub Curriculum Guide](http://www.bu.edu/hub/for-faculty-staff/hub-curriculum-guide/hub-learning-outcomes/)).

Sample: Week [#]: Historic Racial Worldviews in Boston (a Theme for the week)

Description + Framing Questions

* List each week’s readings, including page numbers for each assignment (and total page count for each week).
* Provide brief explanations for any materials whose titles do not obviously relate to the weekly theme.
* Include information about relevant materials, speakers, activities, deadlines, etc., for each week.

Sample: Week [#]: [Theme]

Reading and Discussion: Review and discuss findings from . . .

Activity: . . .

**Books, Articles, Video, and other Background and Reflection Materials**

Provide a listing of all of the background material for this experience, including books, articles, video, and reflection materials.

**Evaluation**

Describe your plan for how you will assess whether a student has satisfied your, and BU Hub, expectations for completing this experience. Suggestion: in 1 – 2 paragraphs, describe the work to be submitted by each student for evaluation. Incorporate the description of the specific learning outcomes for the BU Hub Area that you choose (learning outcomes for the Hub capacities of Diversity, Civic Engagement, and Global Citizenship and the Intellectual Toolkit can be found in the [Hub Curriculum Guide](http://www.bu.edu/hub/for-faculty-staff/hub-curriculum-guide/hub-learning-outcomes/)). Indicate the nature, length, and the evaluation questions and criteria for the work.

Sample: The assessments in this course will consist of weekly reading responses, one midterm essay, and one final essay.

The weekly reading responses will be 1 - 2 pages long and provide a summary and short analysis of each week’s readings.

The midterm essay, due on [DATE] will focus on . . . This paper will be 8 - 10 pages in length.

The final essay, due on [DATE] will focus on . . . This paper will be 8 - 10 pages in length.