

# UNIVERSITY OF HARTFORD

## COLLEGE OF ARTS AND SCIENCES

### Declaration of Learning Beyond the Classroom (LBC) Experience

Student Name:

Student ID Number:

A&S Major:

Standing (check one):      first year      soph      junior      senior

Semester you intend to do the LBC (check one):      fall      spring      summer      Year: \_\_\_\_\_

Requested LBC Activity (check one):

Internship/Practicum/Student Teaching Placement\*

Anticipated number of hours:

Honors Thesis\*

(Expected > 30 hrs)

(Non-thesis) Undergraduate Research Experience\*

Faculty/Staff Mentor Name:

Undergraduate Teaching Assistantship

Service Learning/Civic or Community Engagement

Faculty/Staff Mentor's email:

Study Abroad

Preceptorship\*

Faculty/Staff Mentor's phone:

Other: \_\_\_\_\_

\* CRN \_\_\_\_\_ Subject \_\_\_\_\_ Number \_\_\_\_\_

**Please confirm that you are aware that you must complete this Declaration form prior to the end of the open registration period, during the semester in which you are completing the LBC experience. Once you submit this signed form, the LBC 400 course will be added to your schedule.**

#### Learning Beyond the Classroom Declaration Narrative

In 500 words or less, describe the LBC activities in which you will engage, how the activities relate to your career interests, and exactly how those activities will provide you with opportunities to achieve the following objectives:

- ALL of the following: a) Independent learning; b) Higher-order skill development (e.g., research, applied writing, leadership, critical and creative thinking, etc.); and c) Problem solving and resourcefulness  
and

- at least ONE of the following: a) Professional development (e.g., learning about the world of work, professional behavior, etc.); b) Personal development (e.g., self-awareness, ethical values, resilience, social relationship skills); or c) Development of professional contacts/networking.

- Please also sketch the timeline for the completion of the LBC activities.

#### LBC Declaration Signatures:

Student

Date

Faculty/Staff Mentor

Date

Dept Chair/Director

Date

**Submit this Declaration form and narrative as a single PDF to the A&S Evaluator @ [lbc@hartford.edu](mailto:lbc@hartford.edu). Please label the file: Declaration\_Lastname\_IDnumber.pdf.**  
The faculty/staff mentor should keep this form on file until completion of LBC.

For Dean's Office Only:  
LBC 400 0-cr  
CRN:

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## COLLEGE OF ARTS AND SCIENCES

### Learning Beyond the Classroom (LBC) Interim Progress Report

Student Name:

Student ID Number:

(completed at the approximate midpoint)

In 500 words or less, please provide an update on your progress with your LBC. Has the LBC met expectations and is it addressing the objectives/desired outcomes that you set out in your initial narrative describing the LBC? Are there any difficulties that you are encountering as you pursue your LBC? How do you plan to seek to resolve these difficulties?

#### LBC Progress Report Signatures:

Student

Date

Faculty/Staff Mentor

Date

**Submit this Progress Report form and narrative as a single PDF to the A&S Evaluator @ [lbc@hartford.edu](mailto:lbc@hartford.edu).  
Please label the file: Interim\_Lastname\_IDnumber.pdf.**

The faculty/staff mentor should keep this form on file until completion of LBC.

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## COLLEGE OF ARTS AND SCIENCES

### Learning Beyond the Classroom (LBC) End Reflection

Student Name:

Student ID Number:

(completed at the last day of the semester - before finals begin)

Now that you are at the end of your LBC experience, in no more than two typed pages, reflect on the experience. How were the objectives that you identified at the outset in your narrative met or not met through this experience? What skills did the experience help you develop? How did the experience help you prepare for, think about, or rethink your post-graduation goals?

#### LBC End Reflection Signatures:

Student

Date

Faculty/Staff Mentor

Date

**Submit this End Reflection form and narrative as a single PDF to the A&S Evaluator @ [lbc@hartford.edu](mailto:lbc@hartford.edu).  
Please label the file: Reflection\_Lastname\_IDnumber.pdf.**

The faculty/staff mentor should keep this form on file until completion of LBC.