

Ingenuity in Action

Program Guide



Academic Year 2020-2021

Program overview	3
<u>What is Ingenuity and Ingenuity in Action?</u>	3
<u>What is Experiential learning?</u>	4
<u>Meeting the Ingenuity in Action Graduation Requirement</u>	4
<u>Pre-Cornell Experiences</u>	4
<u>Ingenuity in Action Categories</u>	5
<u>Creative Expression</u>	5
<u>Civic Engagement</u>	6
<u>Global Connections</u>	7
<u>Leadership</u>	8
<u>Professional Exploration</u>	9
<u>Research</u>	10
<u>Application process</u>	12
<u>Funding</u>	13
<u>Sharing the Experience</u>	15
For Sponsors	16
<u>Responsibilities of Faculty or Staff Sponsors</u>	16
<u>Responsibilities of the Ingenuity in Action Committee</u>	17
<u>What is Pre-Approval?</u>	17
<u>The Reflection</u>	17
<u>Learning Outcomes and Reflection Questions</u>	18
<u>Length</u>	18
<u>Format</u>	18
<u>Providing feedback</u>	18
For Advisors	18
Information Provided to Students	20
<u>Your Responsibilities as a Participant</u>	20
<u>Before you apply</u>	20
<u>Before you start your experience</u>	21
<u>During the experience</u>	21
<u>After completing the experience</u>	21
<u>Improving your writing</u>	21
Contact Us	22
Appendix - Program Checklists	23
References	28

Program overview

What is Ingenuity and Ingenuity in Action?

Cornell College's new *Ingenuity* core curriculum was launched in Fall 2020. Ingenuity offers a modern approach to applying the liberal arts to real world experiences by building on essential skills, introducing concepts and approaches that span across disciplines and courses, and ensuring every student is immersed in hands-on, experiential learning. Ingenuity consists of five core components which are required for graduation.

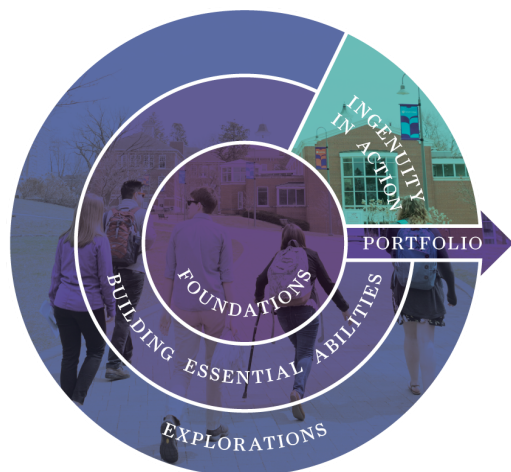
Foundations: a structured series of three courses taken early in students' time at Cornell: the Common First-Year Seminar, the First-Year Writing Seminar, and the Second-Year Seminar.

Building essential abilities: The portion of Ingenuity that focus on skills building and requires courses in writing, quantitative reasoning, intercultural literacy, and foreign language.

Explorations: The most traditional part of the curriculum that involves students taking at least one class in four academic divisions: fine arts, humanities, sciences, and social sciences.

Ingenuity in Action: *The experiential learning piece that allows students to apply what they are learning in the classroom in the real world through internships, research, or community projects and other immersive activities.*

ePortfolio: A curated collection of student work from both inside and outside the classroom. Students can tailor the portfolio to best suit their individual needs.



What is Experiential learning?

Experiential learning is an active and reflective process wherein students build upon their liberal arts education through its application in a real-world context to advance their personal and professional development.

Experiential learning allows students to take ownership of selecting and creating hands-on experiences and to make decisions throughout those experiences while learning from their mistakes, failures, and successes.

Effective experiential learning motivates creative and critical thinking that draws upon professional, personal, and academic experiences.

Experiential learning activities may consist of research, internships, off-campus study, and other immersive activities.

Meeting the Ingenuity in Action Graduation Requirement

Students are required to participate in at least two Ingenuity in Action experiences in order to meet graduation requirements at Cornell. If a student enters Cornell College with over 14 academic credit hours, they will need to complete one Ingenuity in Action experience during their time at Cornell College. Both curricular and co-curricular experiences can be counted as Ingenuity in Action experiences and, while the minimum requirement must be satisfied, many students will choose to do more.

Students may select Ingenuity in Action experiences that are pre-approved, or they may propose their own. Many, but not all, pre-approved Ingenuity in Action experiences also qualify for academic credit. These experiences will be listed with a course number or labeled with “approved for credit.” Ingenuity in Action experiences that are eligible for academic credit will be counted for credit and notated as an Ingenuity in Action experience on the Cornell transcript.

A complete list of pre-approved experiences can be found under each Ingenuity in Action category:

- Creative Expression
- Civic Engagement
- Global Connections
- Leadership
- Professional Exploration
- Research

Pre-Cornell Experiences

The Ingenuity in Action Committee (“the Committee”) will consider and review one transferable experiential learning activity beyond the high school level to satisfy one of the two required experiences, provided that the experience meets the specifications and learning outcomes and the student completes the associated reflection questions. Examples of relevant experiential learning the Committee may consider

include service learning or study abroad during a gap year, pre-professional experiences, or civic leadership positions.

For a pre-Cornell experience to be considered for transcript notation, the student must submit a written petition that includes a description of the experience to ingenuity_in_action@cornellcollege.edu. An experience done elsewhere may only count for one of the two Ingenuity in Action required experiences; the other experience must be completed while studying at Cornell.

Ingenuity in Action Categories

The following information and section has been taken from the student website and is written for a student audience.

Creative Expression

Creative Expression experiences are opportunities for you to explore your creative potential. Activities in this category are focused on the conceptualization and execution of creative work.

These experiences should emphasize exploring the creative process and aesthetic choices. In addition, sharing one's work is an important part of the creative process and calls upon the creator to participate in a community. Therefore, creative work should be presented, published, performed, or exhibited in some form.

Minimum Requirements

A minimum of 60 hours directly focused on the creative experience.

Learning Outcomes

- LO1: You will demonstrate a working knowledge of the tools, materials, and processes appropriate to a chosen creative field.
- LO2: You will reflect on and describe your aesthetic choices and creative process.
- LO3: You will articulate your project's position and influences on the audience and within the larger creative field.
- LO4: You will explore and reflect on how your experience might be applied in future endeavors and/or on your potential for future work in a related field.
- LO5: You will develop and execute a creative project that expresses yourself and interests in a personally rewarding format.

Reflection Questions

- Describe your creative project, aesthetic choices, and the process you used. Include a description of how you presented your work (or how you plan to do so). (LO1)
- What did you learn about the field or creative process, such as tools, planning, conceptualizing, and executing a creative project? (LO1, LO2)
- What are the implications of your work for your audience and within the creative community? (LO3, LO4)

- Create a resume entry, including the title of the position/project and 1 to 3 bullet points (resume style) describing your experience. Emphasize the applicable skills you gained as a result of this experience.

Reflections must be submitted within two weeks upon completion of the experience to be considered for transcript notation.

Reflection Rubric

Your sponsor will use a rubric to give your final reflection a pass/fail grade.

Pre-approved Activities

You will have the choice of selecting from a pre-approved experience or proposing an experience that meets the minimum requirements for the creative expression category. If you are proposing an activity that is not pre-approved, you will need to complete the proposal and answer two questions about what you plan to do and how the experience fits into your personal, academic, and career goals.

Contact Kate Kauper for detailed information on the Creative Expression category and how to participate as a sponsor or advisor for this category.

Civic Engagement

Civic engagement experiences are opportunities for you to contribute positively to society and connect to your local, national, and international communities.

Civic engagement experiences should be grounded in civic and social responsibility and should emphasize collaboration with community stakeholders. Civic engagement experiences can be practiced through social activism, public scholarship, community advocacy, and direct service.

Minimum Requirements

Civic Engagement experiences should entail a minimum of 60 hours.

- Immersive Project: a minimum of five days where the student spends at least 40 hours of the 60-hour minimum requirement immersed in the community. *Additional hours to meet the 60 hour minimum should be spent immersed in researching and educating oneself on the issue the immersive project will address (e.g. homelessness, health, education).*
or
- Ongoing Project: a minimum of 60 hours within a 12-month period focused on a single community partner or on a single issue.

Learning Outcomes

- LO1: You will demonstrate understanding of a complex social issue and the ways in which community-based organizations can help alleviate problems or contribute to solutions.
- LO2: You will illustrate your ability to communicate effectively through working as a member of a diverse team.
- LO3: You will recognize the importance of social responsibility, inclusivity, and compassion for others.

- LO4: You will develop an understanding of civic engagement opportunities and explore ways to incorporate citizenship into your future plans, professionally and personally.
- LO5: You will understand the importance of reciprocity while working with community-based organizations.

Reflections Questions

1. Describe your experience and what you learned about the social issue(s) that was the focus of your experience. Be sure to address how the community-based organization helped alleviate problems or contributed to solutions. (LO1, LO3)
2. In what ways was this a mutually beneficial relationship between you and the community partner? How might you have deepened your commitment to this partnership? (LO2, LO5)
3. Describe a circumstance you faced during this experience and how this allowed you to understand the importance of social responsibility. (LO3)
4. Create a resume entry, including the title of the position/project/experience and 1 to 3 bullet points (resume style) describing your experience. You might focus on aspects of your experience that demonstrate citizenship and the skills you gained as a result of this experience. (LO4)

Reflections must be submitted within two weeks upon completion of the experience to be considered for transcript notation.

Reflection Rubric

Your sponsor will use a rubric to give your final reflection a pass/fail grade.

Pre-approved Activities

You will have the choice of selecting from a pre-approved experience or proposing an experience that meets the minimum requirements for the civic engagement category. If you are proposing an activity that is not pre-approved, you will need to complete the proposal and answer two questions about what you plan to do and how the experience fits into your personal, academic, and career goals.

Contact Samantha Hebel for detailed information on the Civic Engagement category and how to participate as a sponsor or advisor for this category.

Global Connections

Global connections are opportunities for you to broaden your perspective through engaging with people from a culture other than your own, or immersing yourself in an unfamiliar environment.

These experiences should also deepen your understanding of the interconnectedness of the world and the range of political, social, cultural, environmental, and/or economic issues affecting cultures and interactions across the globe.

Minimum Requirements

- Fourteen days off-campus immersed in a culture or environment other than one's own

or

- 60 contact hours of substantive intercultural engagement.

Learning Outcomes

- LO1: You will develop skills for conscientiously navigating cultures and environments that are different from your own.
- LO2: You will demonstrate a tolerance for ambiguity when facing unexpected or uncomfortable circumstances.
- LO3: You will seek opportunities to engage in meaningful dialogue and interaction with members of the host culture and/or interaction with the new environment.
- LO4: You will develop the ability to critically reflect on both your own culture/environment and the host culture/environment.

Reflections Questions

1. How did your own background impact your perception of this new culture and/or environment? (LO1, LO4)
2. Describe an uncomfortable or unexpected situation you encountered. Looking back, what did this experience teach you? (LO2)
3. In what ways did you seek opportunities to engage in meaningful dialogue and interaction with members of the host culture and/or the new environment? (LO3)
4. Create a resume entry, including the title of the experience and 1 to 3 bullet points (resume style) describing your experience. Focus on aspects of your experience that demonstrate the applicable skills you gained as a result of this experience. (LO1)

Reflections must be submitted within two weeks upon completion of the experience to be considered for transcript notation.

Reflection Rubric

Your sponsor will use a rubric to give your final reflection a pass/fail grade.

Pre-approved Activities

You will have the choice of selecting from a pre-approved experience or proposing an experience that meets the minimum requirements for the global connections category. If you are proposing an activity that is not pre-approved, you will need to complete the proposal and answer two questions about what you plan to do and how the experience fits into your personal, academic, and career goals.

Contact the Off-campus Studies Office for detailed information on the Global Connections category and how to participate as a sponsor or advisor for this category.

Leadership

Leadership is generally defined as the act of motivating and inspiring others toward achieving common goals.

These experiences should help you explore your values, leadership principles, ethical boundaries, and self-awareness as you collaborate with others. Through this process, you will begin to understand how your unique personality and skills influence others.

Minimum Requirements

You are expected to complete a minimum of 60 cumulative hours of leadership experience within two semesters.

Learning Outcomes

- LO1: You will be able to describe your approach to the process of leadership and will recognize how this manifests in the work that you do.
- LO2: You will learn to work effectively with others due to an understanding of leadership principles.
- LO3: You will be able to articulate principles that guide your work with others.
- LO4: You will reflect on how you wish to engage in leadership during and after your Cornell experience.

Reflections Questions

1. Describe what you did to gain leadership experience. From this experience, what did you learn about the skills and characteristics of an effective leader? (LO1)
2. Describe an experience you had while working with other individuals. What did you learn about yourself as a leader in this instance? (LO2, LO3)
3. How can you continue to strengthen your leadership skills in the future and what steps will you take next? (LO3)
4. Create a resume entry, including the title of the experience and 1 to 3 bullet points (resume style) describing your experience. Focus on aspects of your experience that demonstrate the applicable skills you gained as a result of this experience. (LO4)

Reflections must be submitted within two weeks upon completion of the experience to be considered for transcript notation.

Reflection Rubric

Your sponsor will use a rubric to give your final reflection a pass/fail grade.

Pre-approved Activities

You will have the choice of selecting from a pre-approved experience or proposing an experience that meets the minimum requirements for the leadership category. If you are proposing an activity that is not pre-approved, you will need to complete the proposal and answer two questions about what you plan to do and how the experience fits into your personal, academic, and career goals.

Contact Jodi Schafer for detailed information on the Leadership category and how to participate as a sponsor or advisor for this category.

Professional Exploration

Professional exploration experiences are opportunities for you to engage in vocational discovery, develop valuable skills, and be immersed in a professional setting.

Minimum Requirements

This category requires 75 hours of professional exploration activities in one of the following forms:

- 75 hours spent in an internship.
or
- A minimum of 60 hours of work directly focused on professional exploration as part of a block course. *The additional 15 hour requirement can come from experiences such as assigned reading, webinars, interviews with industry professionals or other activities as assigned by the sponsor.*
or
- A minimum of 60 hours of professional exploration activities completed within a twelve-month period. *The additional 15 hour requirement can come from experiences such as assigned reading, webinars, interviews with industry professionals or other activities as assigned by the sponsor.*

Learning Outcomes

- LO1: You will be able to identify and assess your unique skills and consider how those skills may be relevant to career opportunities.
- LO2: You will understand field-specific professional norms and expectations.
- LO3: You will practice foundational professional skills appropriate across industries.
- LO4: You will develop plans for future career possibilities based on knowledge gained from your experience.
- LO5: You will demonstrate a tolerance for ambiguity when facing unexpected or uncomfortable circumstances.

Reflections Questions

1. What unique skills did you employ over the course of this project? (LO1)
2. Describe an unexpected or challenging circumstance you encountered or a time when you had to be resourceful. How did you manage the situation and what did this experience teach you about professionalism in the workplace? (LO2, LO5)
3. What skills or additional training could you pursue as a next step to advance your career pursuits? (LO3)
4. Create a resume entry, including the title of the position/project and 1 to 3 bullet points (resume style) describing your experience. Focus on aspects of your experience that demonstrate the applicable skills you gained as a result of this experience.(LO3, LO4)

Reflections must be submitted within two weeks upon completion of the experience to be considered for transcript notation.

Reflection Rubric

Your sponsor will use a rubric to give your final reflection a pass/fail grade.

Pre-approved Activities

You will have the choice of selecting from a pre-approved experience or proposing an experience that meets the minimum requirements for the global connections category. If you are proposing an activity that is not pre-approved, you will need to complete the proposal and answer two questions about what you plan to do and how the experience fits into your personal, academic, and career goals.

Contact Jodi Schafer for detailed information on the Professional Exploration category and how to participate as a sponsor or advisor for this category.

Research

Research experiences should emphasize the development of disciplinary research skills and methodology and encourage you to engage with the planning, execution, and presentation of your research.

Research experiences should be presented, published, or made public in some form, requiring you to participate in a community of scholars.

Minimum Requirements

A minimum of 60 hours focused on an independent or collaborative research project.

- Research experiences must be presented or published in some form.
- Living subjects research must be properly addressed through the IRB (human) or IACUC (other animals). Please note that IRB approval is required for research which involves any level of human participation, including survey completion.

Learning Outcomes

- LO1: You will learn and apply research methods appropriate to one or more academic disciplines.
- LO2: You will be able to describe your research process, including the conceptualization, execution, and presentation of conclusions to a community of scholars as well as the general public beyond the classroom.
- LO3: You will reflect on your own potential for future research.

Reflection Questions

1. Describe your research project. In your description, include what methods you used and how these methods were appropriate for your project. (L01)
2. What did you learn about planning, conceptualizing, and executing your project? (LO2)
3. Describe your approach for presenting the conclusions of your research, including the audience(s) who learned about your research. Were you satisfied with your presentation? Why or why not? (LO3)
4. Create a resume entry written for a general audience, including the title of the experience and 1 to 3 bullet points (resume style) describing your experience. Focus on aspects of your experience that demonstrate the applicable skills you gained as a result of this experience.

Reflections must be submitted within two weeks upon completion of the experience to be considered for transcript notation.

Reflection Rubric

Your sponsor will use a rubric to give your final reflection a pass/fail grade.

Pre-approved Activities

You will have the choice of selecting from a pre-approved experience or proposing an experience that meets the minimum requirements for the research category. If you are proposing an activity that is not pre-approved, you will need to complete the proposal and answer two questions about what you plan to do and how the experience fits into your personal, academic, and career goals.

Contact Mark Kendall for detailed information on the Research category and how to participate as a sponsor or advisor for this category.

Application process

If a student wishes to use an experiential learning activity for their Ingenuity curriculum requirement, it is their responsibility to secure this opportunity before embarking on the Ingenuity in Action process. They should keep the following in mind:

- Different activities will require different application processes. For example, a student who wants to participate in the LEADS program must apply to LEADS in the spring in order to be accepted for the following year. Alternatively, a student does not have to apply to take a class, they only have to register. **It is important that the student knows what steps they need to take to be able to secure an experiential learning opportunity. They should start this process well in advance of the start date of this activity.** If students are not sure what steps they need to take to apply for the activity, they should reach out to the Ingenuity in Action program coordinator.
- If a student is requesting funding, those requests take time - they should apply for funding as early as possible.
- All activities approved for Ingenuity in Action require a faculty or staff sponsor to mentor and supervise the student's learning throughout the activity. This person might be an advisor in the major, the contact for the activity, or the student's athletic coach. This depends on the activity and the student's relationship with that faculty or staff person. Students should find an ideal sponsor early so they can work together to create goals and agree on the work that will be required.

Once the student has considered all of the above, they should complete and submit the Ingenuity in Action proposal. **This must be done prior to the start of the experience.** After the proposal is submitted, emails will be sent from the Ingenuity in Action program coordinator acknowledging submission to the student, Academic Advisor, Sponsor, and the Ingenuity in Action program coordinator.

Regardless of the application or registration process for the experiential learning activity, the final steps to ensure transcript notation require that the student:

1. Complete and submit the reflection. Students will receive an email with a link from Ingenuity in Action to complete their reflection in the InAct Portal. The student's responses to the reflection questions should be well-organized and thought out. Their sponsor will approve or deny the final reflection, so they should consult with their sponsor before submitting to ensure they are meeting

the expectations and the requirements of each category. Reflections must be submitted within two weeks upon completion of the experience to be considered for transcript notation.

2. Register for the appropriate Ingenuity in Action course in self-service. This can be done at any time, but ideally prior to the start of the activity.
 - Pdf instructions to register for courses in self-service are available for students
 - There are six Ingenuity in Action EXP courses to choose from depending on the category the student will complete:
 - EXP 101 - Academic Research
 - EXP 102 - Civic Engagement
 - EXP 103 - Creative Expression
 - EXP 104 - Global Connections
 - EXP 105 - Leadership
 - EXP 106 - Professional Exploration

Once the sponsor approves the reflection and the course is registered, the Ingenuity in Action program coordinator will submit a final grade of “P” and the experience will be added to the student’s transcript.

Please note that the activity will not count if the student fails to complete the proposal prior to the start of the experience.

For all activities, keep the following in mind:

- The faculty or staff sponsor is responsible for approving the proposal and reflection.
- If a student has been approved for Ingenuity in Action and/or funding, they must consult their sponsor and the Ingenuity in Action program coordinator before changing any part of their application. **If changes are made after approval, credit and/or funding may be withdrawn or the student may need to pay back what they have been given.**
- Students should consult with their academic advisor early and often to make sure they are meeting the requirements for Ingenuity and will be able to graduate on time. If they have not met graduation requirements, the Registrar may refuse their application to graduate.

Funding

The Ingenuity in Action program offers funding to cover expenses incurred while participating in experiential learning activities (this funding is not intended to be used as a stipend or source of income). The program provides over \$700,000 toward student experiences each year. Funding is based on a competitive application process, and although students are not guaranteed to receive the full amount requested, they may apply for funding for as many experiences as they feel are important to their academic and professional success.

Once a student has submitted an Ingenuity in Action proposal with a request for funding, it will be reviewed by the Committee. The Committee is made up of the following positions, and contact information for current members is listed below in the Contact Us section:

- Ingenuity in Action Faculty Director
- Ingenuity in Action and Berry Career Institute Program Director
- Ingenuity in Action Coordinator and Berry Career Institute Associate Director of Internships
- Associate Director, Off-Campus Studies

- Civic Engagement Director
- Berry Career Institute and Dimensions Associate Director of Internships

The Committee regularly consults with additional faculty and staff associated with key programs such as Cornell Summer Research Institute, Cornell Fellows, Dimensions, and academic departments that manage the selection for annual, ongoing experiential opportunities managed by their department. The faculty and staff associated with these competitive programs select candidates and make recommendations to the Committee.

Funding decisions for Ingenuity in Action are based on three guiding principles, and requests are prioritized based on Ingenuity in Action selection criteria.

Guiding Principles:

- Serving students from a range of majors/disciplines
- Supporting different types of experiences
- Serving underrepresented populations

Funding Criteria - Guide for prioritization (in no particular order):

- Experience meets Ingenuity in Action requirements
- The student has not received previous funding from Cornell
- The experience is critical for future education and/or career goals
- Merit will be considered in some cases for premier programs (GPA, interview, etc)
- Financial need
- Class year and time remaining to complete experiences
- Level of real world application
- Additional information gleaned from personal statement and/or interview
- Additional information gleaned from faculty/staff recommendation
- Timing of application

Expenses typically approved:

- Food
- Transportation
- Housing
- Professional certification costs (must give back to Cornell in some way)
- Conference attendance fees (must be presenting)
- Supplies (considered on a case-by-case basis)

For an example of how students might detail their expenses for reimbursement, visit our sample internship [budget worksheet](#).

Expenses not generally approved:

- Technology
- Supplies provided by the employer, department, or opportunity
- Cost of certifications that do not contribute to the Cornell community
- Professional attire (exceptions may apply for uniforms)

- Conference attendance where the student does not present research or findings - Student Senate does consider and fund some of these requests.

If a student has already received \$5,000 or more (or received funding for a similar type of experience through the Ingenuity in Action program), their request will be contingent upon the strength of their application and funding availability after considering candidates that meet the above criteria. An example of this might be a request to do an internship following a CSRI experience. The committee realizes that many graduate programs and employers require multiple high level hands-on experiences to be a competitive candidate. These requests are seriously considered.

Additional selection criteria may be used for established programs. You can learn more about selection criteria for these programs on their websites:

Cornell Fellows

Berry Career Institute Internships

Off-Campus Studies

Cornell Summer Research Institute

Process for applying for funding

For a complete list of funding options and applications, visit the Ingenuity in Action funding web page. For additional questions, contact the Ingenuity in Action program coordinator.

Sharing the Experience

An important component of the learning process that takes place through participation in Ingenuity in Action is to share the experience. Students may do so in a variety of ways. Sharing of the experience is always encouraged, and in some cases required (e.g. as part of the Cornell Summer Research Institute). The following information has been provided to students on the Ingenuity in Action website and has been written for a student audience:

- **Student Symposium:** Each year in the spring semester students share their work through oral and poster presentations during a day-long event attended by the Cornell community and the general public. To participate, submit your proposal or speak to your faculty or staff sponsor to become involved. The Student Symposium is sponsored by the Center for Teaching and Learning.
- **Fellows Showcase:** During the fall and spring semesters, Cornell Fellows from the most recent Fellows cohort will share their experiences through presentations with faculty and site sponsors, donors, and friends of the program. A networking reception precedes the presentations. Preparation and notification of the timing of the showcases will be shared by the Berry Career Institute with current Fellows.
- **Cornell Summer Research Institute (CSRI) Student Symposium:** At the end of the CSRI experience, student researchers share their research with the Cornell community through poster presentations. CSRI faculty sponsors and the CSRI Director will provide preparation instructions and details surrounding the event.
- **Published Research:** Students are encouraged to share their research through journal publications. If you worked with a Cornell faculty member or researcher at another institution that

is publishing their research, you could be listed as a co-publisher. For more information about the process, consult with your faculty sponsor.

- **Social Media:** Today's social media platforms offer a variety of ways to share your experiences. Whether adding your projects to a Youtube channel, posting an article, using the projects function on LinkedIn, or showcasing your technical projects on GitHub, these are all great ways to show the world what you've learned and your level of expertise on particular topics.
- **Websites:** Not only are personal websites great for sharing your projects, they can provide deeper insights than a resume when you're trying to get noticed by an employer.

For Sponsors

Responsibilities of Faculty or Staff Sponsors

Research has shown that students, when allowed to apply the cognitive information they learn through meaningful experiences, connect more deeply with the material and enjoy the classroom experience more (Helmefalk & Eklund, 2018; Munge et al., 2018).

When you agree to serve as the faculty or staff sponsor for an Ingenuity in Action activity, your priority should be to help the student enhance their learning experience by applying theories they have learned in the classroom to their hands-on work environment. This can be accomplished in many ways, and you are free to choose the method that works best for you.

Here are some guidelines to help you as the faculty or staff sponsor:

- Work with the student to verify that the activity meets all requirements of the Ingenuity in Action program. Those requirements can be found in each individual [Ingenuity in Action category](#).
- Meet with the student prior to the start of the activity to discuss your expectations of their performance before, during, and after the activity.
- Ingenuity in Action participation requires only that a final reflection be submitted and approved at the completion of the experience to receive transcript notation. Sample reflections and links to the rubrics are found below in the [Reflection](#) section of this guide. However, you are encouraged to work with the student on a regular basis to encourage reflection throughout the experience. Suggestions for ongoing reflection could include daily or weekly journal entries, informational interviews, or other work you deem appropriate. Reflections must be submitted within two weeks upon completion of the experience to be considered for transcript notation.
- If the student submits a reflection that does not meet your requirements, communicate with the student on how they can improve their reflection to receive transcript notation. The Ingenuity in Action program coordinator will provide feedback on the resume entry portion of the reflection, but you have the final say for what constitutes a passing reflection.

You will be responsible for ensuring the experience is meaningful to the student. That means that the proposal and reflection that the student submits for Ingenuity in Action will be approved by you, the sponsor, rather than the Ingenuity in Action Committee. Once the reflection is approved by you and the student has registered for the appropriate Ingenuity in Action course in self serve, the Ingenuity in Action

program coordinator will enter a final grade of P into self-service that will allow the student to receive the requisite transcript notation.

If you have questions about your role as sponsor, you can contact ingenuity_in_action@cornellcollege.edu.

Responsibilities of the Ingenuity in Action Committee

The Ingenuity in Action Committee can act as a guide to help you, the sponsor, provide a meaningful experience to every student you work with. The Ingenuity in Action Committee administers the program and makes funding decisions. The program coordinator enters grades to allow for transcript notation and provides feedback to students on the resume bullet points written in their reflection. However, **you have total control over the content and quality of the student's work, including the final reflection.**

If you have any questions about the Ingenuity in Action program, please feel free to contact us at ingenuity_in_action@cornellcollege.edu.

What is Pre-Approval?

If you teach a class that incorporates hands-on learning or sponsor an activity outside of the curriculum that prepares students for professional endeavors and life-long learning, you can request that this activity become pre-approved for Ingenuity in Action. These activities do not require additional information on the Ingenuity in Action proposal to apply; the student simply indicates the pre-approved activity on their proposal form.

Things to consider and include when submitting a pre-approval request:

- The category the activity qualifies for. Make sure to look at the learning outcomes and reflection questions for each category to ensure your course or activity meets the criteria.
- The number of hours the student will spend on the activity, and over what period of time. Be sure to indicate whether the activity has prerequisites, as this is also an important consideration.
- Specific activities that the student will be engaged in that meet the requirements of the category's learning outcomes.
- A syllabus template is required for courses.

To request your activity become pre-approved for Ingenuity in Action transcript notation, you can access the [application on our website](#).

The Reflection

Many studies show the importance of adding a reflective component to any experiential learning program. Hatcher & Bringle (2000) note that today's students are "adept at doing activities, but lack the inclination or capabilities to explicitly think about the meaning of the activities necessary for transforming the experiences into deep learning." The reflective component of Ingenuity in Action is the backbone of the Ingenuity in Action program. To help students with reflective writing, consider the [pointers below](#).

Aside from helping students with improving their reflective writing skills when needed, here are some guidelines to help students meet the Ingenuity in Action requirement. There is some flexibility in how the reflection is completed, which allows you to maximize the impact for each student and each individual experience.

Learning Outcomes and Reflection Questions

We want this reflection to be meaningful to many different students doing a variety of activities. However, we also understand the importance of assessing the program and its overall impact for students. Therefore, **we ask that you do not change the reflection questions**, and that all of the learning outcomes are being addressed in each reflection.

If you are having trouble matching the learning outcomes and reflection questions to the student's activity, please contact the Ingenuity in Action program coordinator to see how we can address your concerns while preserving the integrity of the data collected for the program.

Length

Though there is not a strict word count for the reflection, it is an expectation that students will provide a comprehensive response to each of the questions asked. At least one paragraph for each question should be the minimum acceptable length, but it is up to you to decide what you will accept.

Format

The reflection is completed through the Ingenuity in Action portal where the student submitted their proposal. The students can either answer within the survey or upload a file. The reflection form allows all file formats, including mp4 videos.

If a student submits the reflection within the survey itself, both you and the student will receive an email with the summary of responses attached. **It is the student's responsibility to save those responses by downloading the pdf if they wish to access them later for e-portfolio or other assignments.**

Reflection Deadline

Reflections must be submitted within two weeks upon completion of the experience to be considered for transcript notation.

Providing feedback

When a student submits their reflection through the Ingenuity in Action portal, you will receive an email and will be able to either approve or reject the reflection. If you reject it, the survey will ask you to provide the reasons for the rejection and strategies for improvement. Whether you approve or reject the reflection, we always recommend that you provide feedback and additional help to the student through email. The student will have a more meaningful experience when they are challenged to think critically about their experience, and your feedback and guidance will help them do that.

Along with the general feedback you will provide to the student, the Berry Career Institute will review the resume entry that is included in the reflection and will work with the student to continue to strengthen their resume and career tools.

For Advisors

Ingenuity in Action is a requirement for all first year students entering in Fall 2020. As part of this requirement for the Bachelor of Arts degree, it is important for students to know that they must complete two experiences; each from a different category. The six experiential learning categories are: Civic Engagement, Creative Expression, Global Connections, Leadership, Professional Exploration, and Research. Advisors should consult the degree requirements in the Catalogue for degrees other than the Bachelor of Arts for exceptions to this rule (e.g. BFA, BMus).

In order to complete the activity, a student must find a faculty or staff sponsor who will provide mentorship and guidance throughout this activity. This sponsor will ultimately approve or deny the student's reflection. If a student has a question about submitting a reflection, they should contact their sponsor (e.g. professor of a pre-approved course, faculty advisor of a student organization). Reflections should be submitted within two weeks upon completion of the experience to be considered for transcript notation. Students are required to submit a proposal for the Ingenuity in Action program, then register for the appropriate Ingenuity in Action category in self-service.

Below is a list of frequently asked questions.

Are transfer students subject to the new curriculum requirements?

Transfer students may fall under the old curriculum depending on how many credits they transfer in. Check out the section on [transfer students](#) above or refer to the [Registrar's page](#) on the website.

How does a student find an Ingenuity in Action activity?

Students can turn any experiential learning opportunity into an Ingenuity in Action activity through the process of completing a proposal and telling us about the activity and how it meets the requirements of the program. The requirements are listed under each [Ingenuity in Action category](#). A student may also choose from one of the pre-approved activities listed in those same categories.

Do I need to approve a student's participation in Ingenuity in Action?

When a student completes the proposal or final reflection, the Academic Advisor listed on their proposal will be notified, but you do not need to take any action. The email notification will include a PDF of the student's answers (for both proposal and final reflection) that you can download and keep for your records if you wish to do that.

What other activities could a student complete for Ingenuity in Action?

Students can complete a variety of activities, including internships, off-campus courses, art projects, on-campus jobs, and many others. For more information about possible and pre-approved activities, visit the [student page](#).

Has the College created graduation checklists that incorporate the new graduation requirements?

The Registrar has developed new [checklists](#) for Academic Advisors to use in helping students meet the new Ingenuity in Action graduation requirement, as well as the other requirements of the new Ingenuity curriculum. You can find these checklists on the [Registrar's page](#).

How does Ingenuity in Action show up on a student's transcript?

A student's transcript will reflect the Ingenuity in Action category upon the completion of their experience. The student's transcript to the right shows that the student completed a Civic Engagement experience in Fall 2018 and Civic Engagement, Global Connections, and Leadership experiences in Spring 2019. Ingenuity in Action courses are Pass/Fail and are not awarded credit.

Fall 2018						
PSY 276	Multicultural Psvch	A-	1.00	3.7000		
ECB 151	Financial Accountino	S	1.00	0.0000		
PSY 279	Personalitv Theories	A-	1.00	3.7000		
ANT 257	Lano. Cutlure. Power	A-	1.00	3.7000		
EXP 102	Civic Engaqement	P	0.00	0.0000		
	Attempt	Earned	Total	GPACrd	QPnts	GPA
Term	4.00	4.00	4.00	3.00	11.1000	3.7000
Cum	17.00	17.00	28.75	15.00	57.3000	3.8200
Spring 2019						
PSY 483	Senior Seminar	A	1.00	4.0000		
ART 364	Rome Reborn (FEE1)	A	1.00	4.0000		
PHI 203	Logic/Critical Thko	S	1.00	0.0000		
PSY 382	Couns & Psvchotherov	B	1.00	3.0000		
EXP 102	Civic Engaqement	P	0.00	0.0000		
EXP 104	Global Connections	P	0.00	0.0000		
EXP 105	Leadership	P	0.00	0.0000		
	Attempt	Earned	Total	GPACrd	QPnts	GPA
Term	4.00	4.00	4.00	3.00	11.0000	3.6666
Cum	21.00	21.00	32.75	18.00	68.3000	3.7944

Information Provided to Students

The following information has been provided to students on the [Ingenuity in Action website](#) and has been written for the student audience.

Your Responsibilities as a Participant

When you apply to make an experiential learning activity count for Ingenuity in Action, there are certain expectations that you must follow. Make sure to read through these expectations to set yourself up for success.

Before you apply

- You will work to find a faculty or staff sponsor using the following rules:
 - Identify a faculty or staff member who is aware of your academic and/or professional goals, and is involved in this experience and how your participation will further those goals (e.g. a faculty member who teaches in the Kinesiology department may be the best option for a physical therapy internship).
 - Determine who you will have the most interaction with as part of this experience (e.g. the staff member in charge of the LEADS program or a staff member in the Berry Career institute would be a likely sponsor for your participation in LEADS since LEADS is managed through that office).

- The application process for Ingenuity in Action and/or funding can take a week to a month or more to decide. In order for this process to go smoothly, make sure you apply as soon as possible, you follow the directions in the application, and you provide all requested information. **Check your email often** for correspondence from the Committee (check the [Contact Us](#) page for email addresses) in case more information is requested.
- Meet with the Berry Career Institute to help you with your resume prior to submitting your application.
- Check out the [tips below](#) to help you with your writing, and don't forget to meet with the [Writing Studio](#) to help you with your personal statement prior to submitting your application. Strong writing skills will strengthen your application.

Before you start your experience

Depending on the activity you choose, you may have agreements you have to sign, or other steps that must be completed in order to begin the experience. You can find the checklists for different activities below in the [Appendix](#). The checklists include links to where you can find each of the documents that are referenced.

If you have questions about preparing for your activity, contact the Ingenuity in Action program coordinator at ingenuity_in_action@cornellcollege.edu.

During the experience

During your experience, it is important to remember that this is a learning experience. While you work on your Ingenuity in Action activities, think about the learning outcomes and the reflection questions listed in the Ingenuity in Action category you are completing. It is a good habit to start a daily journal where you can log the activities you work on each day, but also reflect on the work you did. Here are some tips for daily journals:

- Be consistent in your journaling - don't skip days or weeks at a time
- This is not merely a description of what you did each day - this is an opportunity for you to critically assess and analyze the decisions you made and the work you performed, your professionalism, and the environment around you
- Challenge yourself to find ways you can improve - think about specific goals or strategies for learning and growing

Though a daily reflection journal is recommended, you should work with your Sponsor to make sure you are completing the work the two of you agreed upon. There are many ways to keep a growth mindset during an experiential learning activity.

After completing the experience

Congratulations on completing another important experiential learning opportunity! Now that the experience is complete, you should complete any assignments that are required by your sponsor and submit your [reflection](#) which is required for transcript notation. Reflections must be submitted within two weeks upon completion of the experience to be considered for transcript notation.

Improving your writing

Mastering the art of writing, and reflective writing in particular, is an important skill while you are at Cornell College and beyond. At Cornell we believe that learning does not take place simply by doing; it happens from thinking about those new experiences and internalizing them through reflection.

When you start your final reflection for Ingenuity in Action, you can use the following information to become a better reflective writer.

- **Review and consider the reflection question prompts:** Before getting started, carefully review the reflection question prompts and make notes. Your notes may provide a brief outline for how you might begin to answer each question. These questions are the guide for your reflection, so you'll want to make sure you've taken adequate time to get your thoughts in order so that you can thoroughly answer each question.
- **Consider what went well, what didn't, and what you would do differently:** A reflection is more than a summary of the experience. It requires that you think deeply about how things went throughout the experience. Understanding what went well, what didn't go how you had hoped, and how you might do things differently will allow you to come back to those lessons learned and apply them as you embark on your next experience.
- **Be honest with yourself:** It can be difficult to admit that an action you took or didn't take may have caused unforeseen or even negative consequences. On the other hand, it's also important to realize your contribution to a project. Being honest about how your involvement in a project or experience positively or negatively affected the outcome will help you conceptualize how you might apply things that worked or encourage you to try a different approach with your next project or endeavor.
- **Keep an ongoing record of your experience while it's happening:** Keeping a summary of what you did each day along with any achievements or lessons learned will serve as a welcome reminder when you begin to write your final reflection. Memories fade as time passes, so this will provide a more comprehensive account of your experience and allow you to see patterns in how you approached different situations. Looking back on your experiences you will begin to recognize areas where your natural talents shine and areas that may consistently be a struggle. We all have strengths and weaknesses, but knowing what those are and actively working to manage them is sure to make you more effective.

Finally, keep in mind that whether the experience went well or not, the goal is to learn more about yourself and apply those lessons in the future.

Contact Us

General Questions and Program Coordinator

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Appendix - Program Checklists

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