Co-Curricular Experience Application Guide

Processes and Guidelines: Applying for a new activity and its positions to be included in the Experience Catalogue.

1. Table of Contents

2. Introduction

This document provides a detailed guide for validators on how to submit a co-curricular activity for inclusion in the Experience Catalogue. Additionally, it outlines timeline and submissions, roles and responsibilities, the review and approval process, tools and resources, key deadlines, and contact information for further support.

3. Key Definitions & Concepts

What is the Co-curricular Experience Application Form?

The Co-Curricular Experience Application Form is used to submit new co-curricular activities for inclusion in the Experience Catalogue and Experience Record. This application ensures that student involvement activities are formally recognized and accurately documented within UMConnect. Validators must provide key details, including the activity title, description, associated positions, and relevant competencies.

What is the Experience Catalogue?

The Experience Catalogue is a centralized listing of approved curricular and co-curricular Experiential Learning (EL) and Student Involvement (SI) activities at the University of Manitoba. It provides students with information on recognized activities, including available positions, required competencies, and eligibility for recognition on their Experience Record.

What is the UM Competencies Framework?

The UM Competencies Framework helps students identify, develop and articulate the knowledge, skills, and dispositions they gain through their academic and co-curricular activities. It provides a structured approach to recognizing transferable skills that contribute to students' academic, professional, and personal growth. Further information on the stages, areas, categories, and definitions of the framework is available on the Competencies Framework website.

What are Position Categories?

Positions listed in the Experience Catalogue must fall under one of two categories: Experiential Learning (EL) or Student Involvement (SI). To be eligible, each position must meet the criteria outlined on our webpages for Experiential Learning (EL) and Student Involvement (SI).

What is the Experience Record Campus Committee (ERCC)?

The Experience Record Campus Committee (ERCC) is responsible for reviewing and approving student co-curricular activities for inclusion in the Experience Catalogue at the University of Manitoba. The committee ensures that each proposed activity aligns with established criteria for either Experiential Learning (EL) or Student Involvement (SI) before it is officially recognized.

What is an Experiential Learning Type?

Experiential Learning types refer to the various forms through which students apply theoretical knowledge in real world or hands-on contexts. These activities may take place in formal or informal settings such as classrooms, workplaces, communities or on the land.

The University of Manitoba recognizes twelve distinct types of Experiential Learning, which may be:
- Integrated within the academic curriculum,
- Intentionally designed to achieve specific outcomes in co-curricular settings, and/or
- Situated within workplace environments.

Each EL type is grounded in meaningful engagement and provides students with the opportunity to:
- Apply classroom knowledge in diverse settings,
- Contribute to their intellectual, personal, and professional development,
- Respond to the Truth and Reconciliation Commission's Calls to Action, and
- Reflect the University's commitment to holistic education and inclusive, diverse learning pathways.

The EL types demonstrate the dynamic and seamless nature of experiential learning at UM and highlight the broad spectrum of learning opportunities available to students.

What is the Co-curricular Experience Update Form?

The Co-Curricular Experience Update Form is an online application that allows validators to request changes to existing co-curricular activities listed in the Experience Catalogue. Through this form, validators can:
- Edit position details (e.g., title, description, eligibility),
- Update associated competency areas,
- Add new positions to an existing activity, and/or
- Change the position's categorization (e.g., from Student Involvement to Experiential Learning or vice versa).

This form supports the ongoing accuracy and relevance of co-curricular activities in the catalogue and helps ensure students receive meaningful recognition for their involvement.

4. Processes Overview

Section 4.1 – 4.1a highlights the objectives, scope, stakeholders, and steps of submitting a new Co-Curricular Activity for inclusion in the Experience Catalogue.

4.1 Submitting a Co-Curricular Experience Application

Objective

The main objective of this process is to ensure that all submitted activities meet the criteria for inclusion and are consistently documented to maintain the quality and integrity of the catalogue.

Scope

This process uses the Co-Curricular Experience Application Form to ensure that all submitted activities align with UM's co-curricular criteria and are evaluated in a consistent and transparent manner.

Stakeholders

Anyone involved in a UM-affiliated activity is welcome to apply for inclusion in the Experience Catalogue.

4.1a – Steps

1. On the Experience Record website click on Co-Curricular Experience Application Form. You will be prompted to sign in with your UM credentials.

2. Click on Submit a new group, program, or club. Refer to Figure 1.

3. Click on Proceed with a new Activity. Refer to Figure 2.

4. Fill out the activity information fields. Refer to Figure 3.

5. Click on Continue. Refer to Figure 3.

6. Fill out the position information fields. Refer to Figure 4.

7. Select competencies that students will gain in the position. Refer to section 5.2 Specific Guidelines - Selecting Competencies and Figure 5.

8. If the position is Experiential Learning, check the box. For an experience to be recognized as Experiential Learning, it must meet the six criteria of Experiential Learning at UM. Refer to Figure 6.

9. Fill out the experiential learning information fields. To learn more about the twelve types of experiential learning, please visit the Experiential Learning website. Refer to Figure 7.

10. If there are multiple positions associated with the activity, click on Add Another Position. Each position's details must be filled out for every entry. Positions will show up in the box on the right. You can go back to view or edit their details. Refer to Figure 7.

11. Once you have added all of your positions, click on Submit. Refer to Figure 7.

Figure 1

Figure 2

New Activity Application

Please check the Experience Catalogue in UMConnect to see if your activity is already listed. You can check by clicking the **Check the Catalogue** button

If the activity is listed, please select **My group, program or club is already in UMConnect** button which will take you to the update form.

If the activity is not listed, click the **Proceed with a new Experience** button.

[Check the Catalogue]   [My group, program or club is already in UMConnect]   **3.** → [Proceed with a new Activity]

Figure 3

4. →

Activity Information

Submitter Name
[Name]

Where does the Activity/Program take place?
[On Campus - Fort Garry ▾]

Submitter Email Address
[email]

What is the duration of your Experience? When does it start?
[1 Term - Fall only ▾]

Experience/Program Name
[title]

Briefly describe the Activity/Program in 2-3 sentences.
[description]

Website or social media link for more information
[url]

5. → [Continue]

Figure 4

Position Information

title

Position Information
Please scroll down the screen to view all questions.

Position Title

position title

Estimated Number of Hours

Less than 10 Hours

Briefly describe the position in 2-3 sentences.

description

How are students selected or assigned to this position?

Students are appointed

Who is eligible to participate in this position?

Click a Position to View or Edit Its Details

← **6.**

Figure 5

Position Information

How are students selected or assigned to this position?

Students are appointed

Who is eligible to participate in this position?

All University of Manitoba students

What competencies do you expect participants to develop?
Identifying competencies helps students find experiences that align with the skills they want to build. Please focus on the key competencies most relevant to this position- we recommend selecting up to 10.
For definitions and context, refer to the U of M Competencies Framework.

Attentive Listening X

Attentive Listening

Verbal Communication

Written Communication

Presenting and Facilitating

Click a Position to View or Edit Its Details

← **7.**

Figure 6

Position Information

What competencies do you expect participants to develop?
Identifying competencies helps students find experiences that align with the skills they want to build. Please focus on the key competencies most relevant to this position- we recommend selecting up to 10.
For definitions and context, refer to the U of M Competencies Framework.

Attentive Listening | Verbal Communication | Written Communication

Click a Position to View or Edit Its Details

Would you like this position to be recognized as Experiential Learning (EL)?
☑ If left unchecked, it will be listed as Student Involvement (SI). Learn More

Briefly describe how students will develop the selected competencies through this position.

description

8.

How can students reflect on their learning and development in this position?

Figure 7

Position Information

this position.

description

Click a Position to View or Edit Its Details

How can students reflect on their learning and development in this position?

description

9.

Who is responsible for supporting student learning and reflection in this position?

supervisor

Which type of experiential learning best describes this position?

Add Another Position   **Submit**

10.   **11.**

5. Guidelines

5.1 General Guidelines

Updating Validator Information

Refer to the Co-Curricular Experience Update Form. This is found on the Experience Record website.
- Select My group, program, or club is already in UMConnect.
- Select Verify Validator.
- Fill out the information fields and submit.

Maintaining the Experience Catalogue

Regularly review and update position details, descriptions, and competencies to reflect current opportunities.

Annual Review Encouraged

We recommend validators review all co-curricular activity and position(s) information at least once per academic year to maintain relevance and consistency.

5.2 Specific Guidelines

Selecting Competencies
- We recommend selecting up to 10 competencies per position using the dropdown menu in the update form.
- Select competencies that reflect the core learning and development outcomes of the position.
- Refer to the UM Competencies Framework for definitions and descriptions of each competency area.

Position Titles and Descriptions
- Use clear, concise, and descriptive language.
- Avoid acronyms, technical terms, or internal jargon that may not be easily understood by students or external viewers.

Activity Naming Conventions
- Maintain consistent naming across activities, especially when multiple roles exist under a single program or group (e.g., "Peer Mentor – Health Sciences" and "Peer Mentor – Arts & Culture").
- This helps students distinguish between positions and promotes easier catalog navigation.

5.3 Timelines and Submissions

Timelines for Application Submissions

- Submit applications no later than the 15th of each month to be considered for review at that month's Experience Record Campus Committee (ERCC) meeting.
- Submissions received after the 15th will be reviewed in the following month's cycle.

Using the Co-Curricular Experience Application Form

- All applications must be submitted via the Co-Curricular Experience Application Form.
- This ensures consistent tracking, approval, and publication processes.

Submitting an update to an activity title or description

- All updates that change an activity title or description must be emailed to ExperienceRecord@umanitoba.ca.
- Submitted activity updates sent in before the 15th of each month will be reviewed at that month's Experience Record Campus Committee (ERCC) meeting.
- Submissions received after the 15th will be reviewed in the following months cycle.

6. Roles and responsibilities

6.1 Who can be a validator?

Validators include faculty members, staff, students, or approved external partners responsible for validating students. This role is typically assigned to executives of associations, program administrators, or activity facilitators. More than one validator may be assigned to a position.

6.2 Responsibilities of a Validator

Validators ensure that:

- Information on the activity and positions published on the Experience Catalogue are up-to-date and accurate.
- Each position within their activity has identified competency areas, in accordance with the UM Competencies Framework.
- Updates and changes in validators are communicated to the Experience Record Team in a timely manner.
- Information regarding validation and validator responsibilities is communicated to new validators of your activity.

6.3 Role of the Experience Record Team

The Experience Record Team is responsible for:

- Providing guidance and support to validators throughout the application and update process.
- Maintaining the Experience Catalogue to ensure all entries meet institutional standards.
- Reviewing validator-submitted forms and preparing materials for ERCC review.
- Communicating decisions, feedback, and next steps to validators.

6.4 Role of the Experience Record Campus Committee (ERCC)

The Experience Record Campus Committee (ERCC):

- Reviews and approves new co-curricular activities and position updates submitted by validators.
- Ensures that all submissions align with the institutional criteria for Experiential Learning or Student Involvement.
- Upholds consistency and quality across all entries in the Experience Catalogue to maintain the integrity of the Experience Record.

7. Review and Approval Process

Submitting an activity does not automatically add it to the Experience Catalogue. The application is the first step in a multi-stage review and approval process:

7.1 Step 1: Initial Review by the Experience Record Team

The submitted form is reviewed by the Experience Record Team to ensure completeness and alignment with established criteria. The team may reach out to the validator to request clarification or additional information if needed.

7.2 Step 2: Committee Review and Approval

If the application is complete and aligns with requirements, it will be presented at the next Experience Record Campus Committee (ERCC) meeting for final approval.

- ERCC meetings are held on the last Wednesday of each month (excluding December).
- To be included in that month's agenda, forms must be submitted by the 15th of the month.

7.3 Step 3: Post-Approval Updates

If approved by the ERCC, the activity will be published in the Experience Catalogue within 7 business days following the meeting.

7.4 Step 4: If Not Approved

If the ERCC does not approve the activity, the Experience Record Team will contact the validator with the reasons and next steps for revision or resubmission.

8. Tools and Resources

8.1 Experience Catalogue

The Experience Catalogue is a centralized listing of approved curricular and co-curricular Experiential Learning (EL) and Student Involvement (SI) activities at the University of Manitoba. It provides students with information on recognized activities, including available positions and descriptions within various programs, organizations, and initiatives across the university.

8.2 UMConnect

UMConnect is the University of Manitoba's online platform for managing and validating student participation in curricular and co-curricular Experiential Learning (EL) and Student Involvement (SI) activities. It allows validators to track student engagement, update competencies, and ensure accurate recognition of activities. Access is restricted to UM students and staff using their university login credentials.

8.3 Co-Curricular Experience Application Form

The Co-Curricular Experience Application is used to submit new activities for inclusion in the Experience Catalogue and Experience Record. This application ensures that student involvement activities are formally recognized and accurately documented within UMConnect. Validators must provide key details, including the activity title, description, associated positions, and relevant competencies.

8.4 Co-Curricular Experience Update Form

The Co-Curricular Experience Update Form is used to modify details of an activities position(s), including position names, position descriptions and details. This ensures that all information remains accurate and up to date in the Experience Catalogue and UMConnect.

8.5 Experience Record

The Experience Record is a document that tracks students validated Experiential Learning (EL) and Student Involvement (SI) activities at the University of Manitoba. It provides a record of student participation in recognized co-curricular activities and highlights the competencies they have developed. Students and validators can learn more about the Experience Record, how to access it, and guidelines for validation by visiting the Experience Record website.

8.6 Experiential Learning

The Experiential Learning website provides an overview of different types of hands-on learning opportunities available to students, including co-curricular activities, work-integrated learning, and research activities. This resource supports faculty, staff, and students in integrating experiential learning into academic and co-curricular programs.

8.7 UM Competencies Framework

The UM Competencies Framework helps students identify, develop, and articulate key competencies gained through their university activities. It provides a structured approach to recognizing transferable skills that contribute to academic, professional, and personal growth. The framework outlines competency stages, categories, and definitions, offering guidance on how students can apply and reflect on their skills.

9. Important Dates & Deadlines

- Application Cycle Deadline — **15th of each month at 4:30 PM.**
- Deadline for Students to Request Validation — **second Monday in May annually**.
- Deadline for Validators to Validate Students — **June 30th annually**.

10. Contact Information

Experiential Learning Partnership Office:

326 University Centre, University of Manitoba

Winnipeg, Manitoba R3T 2N2

Tel: 431-294-3161

Email: ExperienceRecord@umanitoba.ca

Book a Meeting