

## EXPERIENTIAL EDUCATION & LEARNING - ExEL REPORT OUTLINE & INSTRUCTIONS

All ExEL students are required by NSU Administration to produce a brief Final Report to be submitted to your professor by email (before the course Final is scheduled). The report will be written in MS PowerPoint (NO PDF FILES WILL BE ACCEPTED). The following outlined headings and content will be used and addressed in appropriate detail. Failure to address (or address sufficiently) all outline headings will result in a reduced grade. Not providing the documents before semester end will result in a course grade of "**Incomplete**." Email report with all required forms upon completion to [salshuth@nova.edu](mailto:salshuth@nova.edu). The following report outline is basis of how your grade will be assessed and determined

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### EXPERIENTIAL EDUCATION & LEARNING – EXEL REPORT (Report requirements and outline)

#### 1. Required Report Specifications:

**Format:** Only **PowerPoint** will be accepted - **no PDFs, no other presentation formats.**

#### 2. Headings:

**Title:** Include Sponsor (i.e. - ExEL Project - Florida Oceanographic Society)

**Student Name:** (last name first)

**Course and Section Number:**

**Date:**

**Semester:**

**3. Field of study:** ExEL Project Field - Marine Biology, Marine Ecology, Oceanography, Marine Conservation, Ecology, Aquaculture, etc.

**4. Location:** Describe your location of study and include a chart or Google Maps or Earth screenshot.

**5. Species:** worked with: For example - Dolphins - *Tursiops truncatus*. Use both common and scientific names.

**6. Primary tasks performed and their purpose:** Feeding, tank cleaning, paperwork, chemical analysis, surveys, etc.

**7. Graphics/Statistics:** Include at least one table and one graphic with data you collected and your interpretation of the data.

**8. Benefits of task performed:** Benefits to sponsor, community and student - present and future. Include how the marine science ExEL experience could be improved. This is a critical thinking exercise - "no improvement needed" is not an acceptable answer.

**9. Photo Record:** Students will provide a minimum of four digital photos of (min. 2 MB resolution) that show their sponsor's facility, work area, species or task process, and student performing a typical work related tasks. Each photo used will be titled immediately below the photo - whether discussed or not.

**10. ExEL Documents:** Access, view and use the required documents (1. Contract and Time Sheet, 2, your SL Final Report [using this outline], 3. SL Grading Report Form.). Send me the completed forms 1 and 2 - by attaching them to the same email to which you attach your ExEL Final Report. Send that email containing your completed forms, and your attached ExEL Final Report to: [salshuth@nova.edu](mailto:salshuth@nova.edu).