

University of Guelph Professional and Career Development Record (PCDR)

Co-Curricular Experiential Learning Inclusion Criteria

Criteria Required for Experience Guelph Tracking of Co-curricular Activities

The following three (3) criteria must be met for a co-curricular experience to be tracked in Experience Guelph.

- 1) **Experience is offered by or in affiliation with U of G and adheres to a mutually agreed upon letter of understanding with the EL Hub.**

Affiliation can include:

- A recognized student organization as defined in the [University of Guelph's Student Organization Policy \(SOP\)](#),
- An external partner with an affiliation agreement, memorandum of understanding, or other formal relationship agreement with U of G.

- 2) **Accurate participation records are available and experience completion is validated by faculty or staff of the University of Guelph.**

Participation records means that the activity has the capacity to produce accurate lists of student participants that have completed all requirements of the experience for a given academic year. Any list would require at least one unique U of G identifier (e-mail address or student ID).

Staff can include graduate students and senior undergraduate students in paid leadership positions.

- 3) **Experience is clearly structured with learning outcomes designed to strengthen transferable skills, career competencies, and/or citizenship—all of which supports transition to the workforce.**

Clearly structured means the experience includes: (a) [learning outcomes](#) that are constructively aligned with [common employability knowledge, skills, and attitudes \(KSAs\)](#), and (b) active supervision/mentorship where students are provided with intentional guidance and support in achieving the learning outcomes of the experience.

Additional Criteria Required for PCDR Validation of Co-curricular Activities

In addition to criteria 1-3, the following additional three (3) criteria must be met for an experience to be eligible for validation on the student's PCDR.

- 4) **Students complete self-assessment or reflection activities on the development of their [knowledge, skills, and attitudes \(KSAs\)](#).**

- 5) **Experience takes place in a real or simulated workplace that reflects authentic work demands.**

Real or simulated workplace means an environment that models or emulates a workplace in function, equipment, or operation, wherein a student engages in activities reflecting real work experience.

Authentic work demands are defined as work contexts, processes, or practical experiences, with real-world application.

- 6) **Students receive feedback on their performance and learning outcomes from U of G staff or faculty, or an external supervisor such as an employer or community partner.**