**Minutes of the Integrative Learning Experience (ILE) Ad Hoc Committee Meeting**

**February 15, 2015**

Present: Ritchie Taylor, Marilyn Gardner, Temidayo Ogungbemi, Yu-Hsuan Chen, Zona Ascensio

Gardner presented overview of CEPH’s ILE criteria, which requires each student produce, near the end of their program, a high-quality written document that, ideally, has significance to an outside agency or entity. Curricular and non-curricular pathways to the ILE were discussed, as well as a common set of guidelines/expectations for the written product, regardless of pathway.

**Recommended Common Guidelines**

All written products must *minimally* contain:

* Clearly defined overview, background and significance, or statement of the problem.
* Literature review
* Discussion or critical analysis
* Recommendations, public health implications, or conclusions

**Recommended pathways**

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| Curricular Pathways | Written Product Examples |
| PH 599 Thesis | Thesis that follows University Guidelines |
| PH 588 Capstone | Project plan/report for agency |
| PH 546 Internship | Report, grant application, project plan for agency |
| PH 530 Independent Research | Mentored research report, paper, grant application, policy development, project plan, evaluation report, technical report |
| Non-Curricular Pathways |  |
| Take-home essay  | Written report, grant application, plan, or policy |
| Non-curricular applied practice experience | Report, grant application, project plan for agency |

**Additional ILE Product Recommendations**

* Oral public defense of product: For pathways other than thesis and capstone, we recommend a symposium.

The committee also recommends combining with the Applied Practice Experience Ad Hoc Committee to ensure guidelines and processes/procedures are well aligned with both criterion.

Documents/processes that need to be produced include: Guidelines for written project and presentation tailored to each pathway; assessment procedures/rubrics; mechanism to track students’ options; mechanism to inform advisors.