

ELA SUBMISSION GUIDELINE

Experiential exercises include structured activities, role plays, simulations, games and other forms of interactive experiences which center on the teaching of management and are designed to create active student involvement. Exercises should be original or represent substantial modifications of existing exercises (if a modification, also include the original exercise as an appendix). The exercise may cover a typical class period or extend beyond one class.

Your submission will be blind, peer reviewed, so it is very important that you ensure that author names and identifying information do not appear anywhere in your submission, not even on the title page.

Submissions for experiential exercises should include 8 parts:

1. Introduction to the exercise – write a short rationale for why the topic is important/relevant to the study of management, concepts or theories typically taught, and how the exercise will facilitate student learning. You need not review why experiential learning is needed.
2. Instructions for presenting the exercise including the following:
 - a) learning goals,
 - b) approximate timing for whole exercise and individual parts,
 - c) number of participants or group size,
 - d) materials and technology needed,
 - e) appropriate level (undergrad, grad, executive), and
 - f) preparation needed for students and for the instructor.
3. Teaching notes – describe in detail the steps and timing involved in doing the exercise. Try to write instructions that assume the instructor has never seen the exercise before and wants to use it the following day in class.
4. Debriefing – discuss in detail how you debrief the exercise. Include specific questions for the instructor to ask to process the exercise, hints on ways to make the exercise work effectively, what could be expected when running the exercise, and possible variations in the use of the exercise.
5. A summary of students reaction to the exercise.
6. Presentation at ELA – explain how the exercise will be **demonstrated** during a 30 minute session at the ELA Conference. Discuss the extent to which session attendees will be able to participate in the exercise.

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Experiential Learning Association
an Eastern Academy of Management affiliate

7. References
8. Appendices – a copy of the complete exercise and any handouts, materials or resources used in the exercise.

Submissions generally should be no longer than 30 pages including appendices, but may be shorter if the above parts are all included.

Evaluation Criteria for Experiential Exercises

1. Does the submission demonstrate understanding of a key management concept or practice?
2. Does the exercise provide students with a meaningful learning experience that provides insight into key management concepts or practices?
3. Does the exercise demonstrate originality or creativity related to teaching and learning?
4. Is the submission well written and properly formatted (i.e., clear, concise, easy to understand)?

Criteria for Best Experiential Exercise Award

1. Does this exercise provide students with a meaningful and effective learning experience related to key management concepts or practices?
2. Is the exercise unique?
3. Does the exercise have a strong chance of being adopted within the discipline?
4. Was the exercise effectively demonstrated during the conference?