STUDENT OUT-OF-STATE LEARNING EXPERIENCE
PLACEMENT REPORTING
AND
INSTRUCTIONS
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Michigan State University is a participating member institution in NC-SARA (National Council for State Authorization Reciprocity Agreements).

In accordance with NC-SARA Rules and Regulations, MSU is required to report any out-of-state student learning experience placement that takes place outside the state of Michigan (excluding foreign countries).
Student out-of-state learning experience placement data is essential in complying with University institutional reporting requirements.

Your attention to and cooperation in reporting out-of-state student learning experience placements is critical in meeting this requirement, is most sincerely appreciated, and we thank you.
MSU program directors or the course instructor are required to report any out-of-state student learning experience placement using the RO Instructors System Out-of-State Learning Experience Form within 10 days following the applicable semester grading due date.
WHAT TO REPORT

- Any course taught *in whole or in part* outside the state of Michigan (excluding foreign countries) that includes an out-of-state student learning experience placement MUST be reported using the **RO Instructors System Out-of-State Learning Experience Form within 10 days** following the applicable semester grading due date.

- **Out-of-state student learning experience placement means** an internship, externship, clerkship, practicum, rotation, clinical, student teaching, independent study, study away, and the like, *taken by a student who is physically present at a facility, site or location* that occurs in a U.S. state, district, or territory outside the state of Michigan (excluding foreign countries). The experience must be reported even if the student is taking the course in their home state.
WHAT TO REPORT

• **Examples of an out-of-state facility, site or location** are and include educational institution, institute, teaching facility or academy; national or state park; research facility; research site; hospital, health care facility, sports training, or rehabilitation center; manufacturing or production facility; shipping or warehouse facility; business or corporation; government agency or facility; and the like. *This is not intended to be a complete or all-inclusive list.*

• **Reporting applies** to any student participation in an *out-of-state student learning experience placement* outside the state of Michigan (excluding foreign countries), *regardless of section number, course number or the method of delivery* (traditional, online, hybrid), the experience must be reported by the instructor using the **RO Instructors System Out-of-State Learning Experience Form within 10 days** following the applicable semester grading due date.
WHAT NOT TO REPORT

• The required reporting does not apply to student learning experience placements that take place in the state of Michigan or in a foreign country.

• 100% online virtual courses that do not involve a student being physically present at a facility, site, or location.

• Incidental, short-term travel that is not a component of or germane to a student’s course work should not be reported (academic or athletic competition; field trip; conference, vacation).
REPORTING SCENARIOS

Example 1: If a student took an independent study course at Arches National Park in Utah during summer semester, the location must be reported by the instructor for the semester after grades have been entered.

Example 2: If a student participated in student teaching during spring semester in Arkansas and this same student then participated in an independent study during fall semester in Washington, the instructor would report one placement for each respective semester (spring and fall) after grades have been entered.

Example 3: If a student participated in both a clinical rotation and a practicum that took place in Illinois during the same semester, both out-of-state learning experience placements would be reported by the instructor for the semester after grades have been entered.

Example 4: If a student participated in field work that involved required work in both Wyoming and Montana during a semester, each location must be reported separately by the instructor for the semester after grades have been entered.
REPORTING SCENARIOS

Example 5: If a student participated in an out-of-state learning experience placement that is not connected to a specific course but is a requirement for graduation, please submit the following information directly to the State Authorization and Distance Learning Compliance Coordinator via email at es.aacc@msu.edu for each respective student and experience.

- Semester
- College
- Department
- Student PID
- Student Name
- Career/Major Code (under which the student completed the out-of-state student learning experience placement)
- Description of Experiential Learning Required for Graduation Activity – (internship, practicum, independent study, etc.)
- Name, Facility/Site (where the out-of-state student learning experience placement took place)
- Address of Facility/Site (city and state)
- To and From Dates of the Learning Experience Placement
- Reported By:
- Reported By Email Address:
GROUPS OF 10 OR MORE STUDENTS
PARTICIPATING SIMULTANEOUSLY
IN AN OUT-OF-STATE STUDENT LEARNING EXPERIENCE PLACEMENT

Any course that is taught simultaneously in whole or in part to a group of 10 or more students who are physically present at the same out-of-state facility, site, or location, must have prior state, district, or territory approval if:

• A Group of Ten (10) or More Students are enrolled in the same course, same section number and simultaneously receive group instruction, in whole or in part, at the same out-of-state facility, site or location at an out-of-state location; or

• Any “Short Course” that takes place outside the state of Michigan and requires more than 20 contact hours. The 20-hour limit can be used only for a short course that runs, for example, four days and is completed. It applies only to short courses and cannot be used with a full-term course, to which separate provisions apply.

• Reporting: If a group of students participated in an out-of-state learning experience placement during a given semester, the location must be reported by the instructor for each respective student in the course within 10 days following the semester grading due date.

To apply for jurisdictional approval prior to conducting a course in a U.S. state, district, or territory outside the state of Michigan, please contact the State Authorization and Distance Learning Compliance Coordinator via email at es.aacc@msu.edu
RO INSTRUCTORS SYSTEM

OUT-OF-STATE LEARNING EXPERIENCE FORM

Any course given *in whole or in part* outside the state of Michigan (excluding foreign countries) that involves a student out-of-state learning experience placement MUST be reported using the RO Out-of-State Learning Experience Form found on the RO Instructors System Menu within 10 days following the applicable semester grading due date.

Instructors System Access Information
STEP 1

Instructor System Access Information

6.0 OOSLEP Instructions
STEP 2

Login using MSU NETID and Password
STEP 3

Grades

Grade Reporting Form
Grade Upload
Grade Submission Summary
Grade Reporting Form Archive
Outstanding NGR/Conditional Grades Report

Instructors are urged to submit their grades within 72 hours after the final examination. [Grade Reporting Schedule](#)

Textbooks and Supplemental Materials

Textbook and Material Entry/Update
Textbook and Material Reporting Summary

Out-of-State Learning Experience

[Out-of-State Learning Experience Form](#)
[Out-of-State Learning Experience Form Search](#)
STEP 4

Select Semester, Subject, and Course

Check appropriate section(s), then select “Enter Information”
STEP 5

Instructor Systems

Out-of-State Learning Experience Form

Course: SS23 MGT 810 730 Human Resource Management for General Managers

Location 1
Students in the Class
Select 1 or More

State
Example: MA

City
Example: Boston

Name of Company, Institution, or Facility
Example: Johns Hopkins Medical Center

Select one, more, or all students in a class

To add another location

• Up to five (5) locations can be entered per form.
• Repeat the process until all locations have been enter.
• Then press SUBMIT.
# Out-of-State Learning Experience

## Form Search

### Data Entry Activity Tool

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[Out-of-State Learning Experience Form Search](#)
INSTRUCTOR SYSTEMS
Out-of-State Learning Experience Form Search

- Search for previously submitted forms by Student ID and/or course.
- When searching by course, a section number can be added (e.g., AACC201001) to search for a specific section.
FOR ASSISTANCE, PLEASE CONTACT AACC:

Email: es.aacc@msu.edu

Please use “OOSLEP” in the subject line of your message.