# Educational Activity Form Field Meanings and Notes

The below table is an explanation / instruction for each field of the Educational Activity Forms. For assistance with completing the EAF, please refer to the Curriculum Management Unit's [Educational Activity Form Resources](#) page.

| Field | Notes and Tips |
|---|---|
| **Course** | Course that this session belongs to |
| **Block / Week** | Block or Week that this session is mapped to |
| **Activity Title** | Title of the session |
| **Activity Types** | How the educational session will be delivered – refer to our list of [Activity Types](#) and their definitions |
| **Facilitator Names** | List all the facilitators for the session |
| **Department** | Select the department of the facilitator from the drop-down list. If there are multiple instructors from different departments, select **interdisciplinary** |
| **Abstract** | Describe how the learning objectives will be achieved and what the students will learn about in your session (50-250 words). Why write an abstract and support can be found [here](#) |
| **Learning Objectives** | Describe what will be learned in your session. Try to keep the objectives to a maximum of 10. A learning objective is a statement in specific and measurable terms that describes what the learner will know or be able to do as a result of engaging in the learning activity. Refer to the Objectives support section [here](#) |
| **Keywords** | Please select 5 to 10 Keywords to describe the learning activity. |
| **Themes** | Please choose all that apply of the [UBC Themes](#) covered in the session. A complete list can be found [here](#) |
| **Systems** | Please choose all that apply of the [UBC Systems](#) covered in the session. A complete list can be found [here](#) |
| **Formulary** | Please choose all that apply of the [UBC Formulary](#) that will be covered in the session. A complete list can be found [here](#) |
| **Activity Date** | List the date of the session |
| **Last Updated** | Be default this is the last time anyone updated the EAF |
| **Submitted By** | The **name** of the person submitting the EAF |
| **Status** | EAF Status Definitions<br>• **Distributed** – Open and editable EAF ready to be reviewed/updated and submitted<br>• **Draft** – Open and editable EAF in the process of being updated. Draft EAFs can be sent to co-instructors for collaboration<br>• **Submitted** – Validated/confirmed curricular content received from Instructor/Course Director<br>• **PA Checked** – Internal CMU Status for managing EAF Workflow. EAF is locked and no-longer editable<br>• **Completed** – Information collected through the EAF has been updated to Entrada |