INSTRUCTIONS FOR COMPLETING THE EXPERIENTIAL LEARNING REQUIREMENT (ELR) NON-COURSE ACTIVITY

Thank you for choosing the ELR Non-Course Activity to satisfy your Experiential Learning Requirement for graduation. The ELR Non-Course Activity satisfies the Experiential Learning Requirement through hands-on experiences that promote academic relevance, meaning, and an understanding of real-world issues. ELR opportunities exist in a variety of course and non-course-based forms and may include community service, service-learning, undergraduate research, study abroad/away, internships, student teaching, creative/artistic activities, and capstone projects, to name a few.

Pre-ELR Activity

The Academic Advising Office will:
The college academic advising office (Kent campus) or campus advising/student services office (regional campuses) advises students of the four options for completing the ELR. For detailed information, contact the Office of Experiential Education and Civic Engagement (OEECE).

The Student will:
1. Obtain an ELR Non-Course Activity packet from the OEECE. The packet includes multiple forms which may or may not be applicable to all activities. Students should check with the supervising faculty member for applicability. The packet includes:
   a. ELR Non-Course Activity Application (on which the student will obtain all required signatures)
   b. ELR Non-Course Activity guidelines that include required and suggested activities
   c. Timesheet
   d. Site supervisor evaluation form
2. Contact a faculty member or the OEECE at 203 Moulton Hall to discuss potential activities and service sites.
3. Secure a site with a community partner if applicable (a listing is available on the OEECE website @ www.kent.edu/experiential).
4. Submit a copy of the ELR Non-Course Activity Application containing all required signatures to the OEECE before starting the activity. This can be done via:
   a. Email - experiential@kent.edu
   b. Fax - 330-672-3815, or
   c. Office - 203 Moulton Hall

The Supervising Faculty Member will (if applicable):
1. Discuss potential activities, service sites, and learning objectives with the student (unless otherwise referred to OEECE).
2. When appropriate, consult with the site supervisor regarding the activity.
3. Provide a signature of approval on the ELR Non-Course Activity Application.

The Site Supervisor will (if applicable):
1. Discuss potential activities and agency needs with the student.
2. Provide a signature of approval on the ELR Non-Course Activity Application.
**During-ELR Activity**

*The Student will (if applicable):*
1. Coordinate a schedule with the site supervisor.
2. Fulfill all agreed-upon time and activity commitments with the site supervisor.
3. Maintain a record of service time, activities, and reflections/observations obtained from these activities, as directed by the site supervisor.

**Post-ELR Activity**

*The Student will:*
1. Sign the bottom of page 5 of the ELR Non-Course Activity Application to verify completion of requirements.
2. Submit to OEECE records of completion for all ELR Non-Course activities including:
   a. Timesheets (signed by site supervisor), if applicable
   b. Signed site supervisor evaluation form, if applicable
   c. ELR Non-Course Activity Application containing supervising faculty member and site supervisor signatures

*The Supervising Faculty Member will (if applicable):*
1. Review completed reports with the student (unless otherwise referred to the OEECE).
2. When appropriate, consult with the site supervisor on student evaluation.
3. Instruct the student to submit a copy of all records of completion for the ELR Non-Course Activity to the OEECE for university records. This will be done even if the student has failed to complete the requirements.
4. Sign the bottom of page 5 of the ELR Non-Course Activity Application to verify student completion of requirements.

*The Site Supervisor will (if applicable):*
1. Sign the student time sheet.
2. Complete and sign the site supervisor evaluation form.
3. Sign the bottom of page 5 on the ELR Non-Course Activity Application to verify student completion of requirements.

*The OEECE will:*
1. Obtain a copy of the ELR Non-Course Activity Application containing relevant signatures of completion.
2. Submit record of ELR Non-Course Activity completion to the University Registrar.

*Note: This form is to be used for one student completing a single non-course ELR activity. If a student wishes to complete another activity, or if a student wishes to repeat the same activity, a separate form must be filed.*
**KENT STATE UNIVERSITY**  
**EXPERIENTIAL LEARNING REQUIREMENT (ELR)**  
**NON-COURSE ACTIVITY APPLICATION**  
(Access forms at http://www.kent.edu/experiential)

<table>
<thead>
<tr>
<th>Student Name: ______________________</th>
<th>Kent State ID: 8 ____________________________</th>
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</thead>
<tbody>
<tr>
<td>Phone Number: ______________________</td>
<td>E-mail Address: ____________________ @kent.edu</td>
</tr>
<tr>
<td>Permanent Address: __________________</td>
<td>__________________________________________</td>
</tr>
<tr>
<td>Current Address: ____________________</td>
<td>__________________________________________</td>
</tr>
<tr>
<td>College: _________________________</td>
<td>Major: __________________________________</td>
</tr>
<tr>
<td>Supervising Faculty Member: _______</td>
<td>E-mail Address: _________________________</td>
</tr>
<tr>
<td>Activity Beginning Date: ____________</td>
<td>End Date: ____________________________</td>
</tr>
<tr>
<td>Experiential Learning Activity Title:</td>
<td>________________________________________</td>
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<tr>
<td>Site Supervisor (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Name: ______________________________</td>
<td>Title: __________________________________</td>
</tr>
<tr>
<td>Organization: ______________________</td>
<td>Phone Number: __________________________</td>
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<tr>
<td>E-mail Address: _____________________</td>
<td>________________________________________</td>
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<tr>
<td>Street Address: _____________________</td>
<td>________________________________________</td>
</tr>
<tr>
<td>City: __________________</td>
<td>State: ______ Zip Code: ______ Country: ______</td>
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</tbody>
</table>

**To be completed prior to fulfilling the activity:**

**Pre-activity Reviewer:**

<table>
<thead>
<tr>
<th>OEECE Representative Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**For OEECE Use Only:**

<table>
<thead>
<tr>
<th>Academic Advisor: __________________________</th>
<th>Catalog year: ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term (circle): Fall  Winter  Spring  Summer I II III 20____</td>
<td>Earned credit hours: ______</td>
</tr>
</tbody>
</table>

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3
Use items 1-3 below to describe what you intend to learn from this experience.

1. Please describe the activities you will engage in (perform) to fulfill this requirement.

2. Describe how this ELR provides opportunities to help you:
   - Connect ideas, concepts, and skills developed at the university with the application to new and different contexts;
   - Demonstrate how this experience has broadened your understanding of the discipline, the world, or themselves as learners; and
   - Reflect on the meaning of the experience for their current and future learning.

3. In consultation with the supervising faculty member, explain how the three learning outcomes for ELRs will be assessed:
   - Connect ideas, concepts, and skills developed at the university with their applications to new and different contexts;
• Demonstrate how this experience has broadened their understanding of the discipline, the world, or themselves as learners; and
• Reflect on the meaning of the experience for their current and future learning.

I. Experiential Learning Activity Description:

II. How will the ELR meet the learning objectives referenced in #2 above?

III. How will you be evaluated by the supervising faculty member and site supervisor?

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ELR Non-Course Activity Completion Approval Section (Upon completion of this activity the supervisors and student must sign below.):

Did the student fulfill the requirements identified in the ELR Non-Course Application?

__Yes  __No  Completion Date ________________________________

Supervising Faculty Member Signature  Site Supervisor Signature  Student Signature
Office use only:

Date contract filed: ___________     Date assessment filed: ________________

Date record of ELR completion was filed with the University Registrar ________

OEECE representative who informed the University Registrar of ELR completion?

_____________________________________________________________

OEECE Representative Signature
**Further Information**

**Background on the Experiential Learning Requirement:**
The Experiential Learning Requirement was approved by Faculty Senate on 14 February 2011, to be in effect Fall semester 2012. The following information is from the document approved by The Faculty Senate and is provided for additional guidance about the nature of the requirement.

**Definition:**
Experiential learning at Kent State University is defined as “direct engagement in learning experiences that promote academic relevance, meaning, and an understanding of real-world issues.” Experiential learning opportunities exist in a variety of academic and non-academic forms at this University and may include community service, service-learning, undergraduate research, and culminating experiences such as internships and capstone projects, to name a few. Since diversity in student needs exists, Experiential learning may utilize deliberate and purposeful engagement outside the typical classroom environment to influence student knowledge, skills, and values, and to promote the public good.

Kent State recognizes five general categories of ELR: civic engagement, creative/artistic activities, practical experiences, undergraduate research, and study abroad/away. Approved activities might fit one or more of these categories. These categories are provided as a guide to consider what types of activities meet the requirement.

1. **Civic Engagement**
   Civic engagement enables Kent State students to interact with people from diverse backgrounds; to challenge their understanding of community needs and the systems addressing those needs; and to explore ways of improving community life. The primary purpose for activities that fall into this category encompasses community involvement, awareness, learning, or reflection.

2. **Creative/Artistic Activities**
   Creative/artistic activities enable Kent State students to engage in various forms of creative expression to produce works that reflect a synthesis of knowledge and skills. These works may be original or interpretative and may be expressed through performances, portfolios, exhibits, pieces of work, or other significant projects.

3. **Practical Experiences**
   Practical experiences enable Kent State students to actively use the skills and concepts related to their career path while engaging in work-like settings that are common to their field of study, such as internships.

4. **Undergraduate Research**
   Undergraduate research activities enable Kent State students to engage in substantial systematic inquiry that contributes to the discovery or interpretation of knowledge significant to their a field of study. This research can be applied, creative/artistic, descriptive, experimental, historical, inferential, observational, or theoretical. Research must be at the
upper-division level and must be done as an individual investigation, senior honors thesis/project, or grant-related research. Research must be engaged with the external community, either through the research itself or in the dissemination of the research through publications or presentations.

5. Study Abroad/Away
Study abroad/away activities enable Kent State students to be immersed in an off-campus environment. These experiences contribute to a student’s understanding of culture, customs, diversity, history, language, politics, religion, society, and/or traditions.

Examples of Experiential Learning Activities
These examples are not restrictive but are meant to give a general idea about possibilities within the five categories of ELR.

Civic Engagement Examples

Community Development
Community-Based Action Research
Community-Based Research
Service-Learning

Creative Activities Examples

Architecture
Exhibits
Original Designs

Art
Creative Projects
Exhibits

Dance
Internship
Major Dance Performance
Original Choreography
Student Direction

English/Writing
Creative Projects
Oral Interpretation
Original Poetry
Original Writing Project

Fashion
Original Design Portfolio
Original Designs
Runway Show
Show

Journalism and Mass Communication
Editorial Writing
General Editing
Publisher

Music
Compositions
Concertos
Major Roles
Recitals

Theatre
Directing
Major Role
Playwright
Principal Costume Designer
Principal Lighting Designer
Principal Set Designer

Visual Communication Design
Original Design Portfolio

Generalized Discipline
Creative Projects:
Discipline-Specific Exhibits
Discipline-Specific Portfolios

**Practical Experiences Examples**
- Applied Workshops
- Apprenticeships
- Career/Professional Internship
- Clerkship
- Clinical Fieldwork/Practicum
- Clinical Research
- Coaching
- Cooperative Education/Experience
- Counseling Practicum
- Curricular Practical Training (CPT) (per U.S. Citizenship and Immigration Services)
- Experiential/Lab Experience
- Exploratory Courses
- Entrepreneurships
- Fellowships
- Field Experience
- Freshman Interest Groups (FIGs)
- Geology Field Camp
- Independent Study
- Internships
- Leadership/Management Experience
- Learning Communities
- Optional Practical Training (OPT) (per U.S. Citizenship and Immigration Services)
- Politics/Public Policy Experience
- Practica
- Practicum-Oriented Thesis Project
- Practicum-Oriented Research
- Residency Experience
- Service-Learning
- Student Teaching
- Substantial Research Laboratory Experience (collaboration with faculty and/or graduate student research: e.g., psychology, animal, or human subjects research; sociology survey study; oceanographic or limnologic field work; ecological field work; chemical synthesis in the lab; or particle physics work)
- Teaching Practicum
- Training Program
- Tutoring
- Volunteer Work in Discipline/Area of Study
- Work Experience
- Work in Clinical Settings
- Work Study (related to course of study)

**Research Examples**
Community-Based Research
Creative Activities
Field Research
Oral History Research
Substantial Lab-Based Research (e.g., off-campus work, working as part of grant in the Chemistry lab)

**Study Abroad/Away Examples**
Columbus program each fall
Faculty-led short-term programs
Fashion Design Studio in NYC
Internships abroad or beyond Northeast Ohio: CAPA program in Sydney; VCD internships at places such as Discovery Channel, MTV, Smithsonian, etc.… (Numerous programs at Kent State either require or encourage an internship for their students.)
National Student Exchange
Overseas student teaching through COST
Semester, year-long, and summer programs: Florence, Geneva, Dresden Summer Language Program, Leicester, Ulster, Uganda, China, Quebec, Mexico, etc.
Semester at Sea
Summer Intensive Study in Dance
WPNI program