Applying For Plus-1 Credit?

**Follow these steps:**

**Pre-Service Activities**

1. View the Plus-1 Credit Handbook and Informational video on the OEECE website.
2. Contact the OEECE at Lake/Olson Hall to discuss potential projects for the course.
3. Complete the Plus-1 Credit application.
4. Contact the primary instructor to discuss your proposed activity and to **obtain signed faculty approval**.
5. Secure a service site with a community partner. A partnership site list is available on the OEECE website.
6. Submit the instructor-approved Plus-1 Credit application and all required forms to the OEECE ***by Thursday of the fourth week of classes.*** This can be done via:
	1. Email: experiential@kent.edu
	2. Phone: 330-672-7876, or
	3. Office: Lake/Olson Hall
7. Obtain a CRN # from OEECE and register for the Plus-1 Credit course.
8. **Add/Drop** procedures follow those of traditional courses. Students dropping the Plus-1 Credit course can remain registered in the primary course to which it is attached. However, if the primary course is dropped, the student must also drop the associated Plus-1 Credit course. The Plus-1 Credit course may be applied to a different course given instructor permission.

**During Service Activities**

1. Complete and submit the online **Pre-Survey.**
2. Coordinate your schedule with your community partner.
3. Sign MOUs with the faculty and the community partner.
4. **Review the Plus-1 Credit syllabus and follow the guided schedule**.
5. Maintain a record of your service time and activities at the partner site.
6. Fulfill your service commitment.

**Post-Service Activities**

1. Complete all faculty requirements.
2. Turn in all supervisor approved timesheets.
3. Complete and submit the online **Post-Survey**.
4. Complete and submit final reflective assignments to the faculty member and the OEECE.

**Experiential Learning Plus-1 Credit Application**

Housed in Undergraduate Studies, the **Plus - 1 Credit course** permits students to add an experiential learning component to any undergraduate course for one (1) additional credit. Plus-1 Credit applications must be approved by the faculty of record; however, faculty members *are under no obligation to accept the proposal.* Students will receive a *letter grade* se*parate from the course to which the Plus-1 Credit is attached*. The service experience may be supervised and evaluated in collaboration with OEECE and the faculty of record for a letter grade.

**Please complete the fields below:**

|  |  |  |
| --- | --- | --- |
| Student’s name (please print):  |  Student’s Banner ID: | E-mail address and phone number:  |
| Campus: (i.e., Kent, Geauga, Salem, Tuscarawas, Stark, Ashtabula, East Liverpool, Trumbull) |  Student class level (freshman, etc.): | Major: |
| Supervising Faculty Name: |  Faculty e-mail address and phone #:  | Primary course (number & title):  |

|  |
| --- |
| **Select the Engaged Learning category that best fits the type of activity you will perform for the agency:**  |
|  **Engaged Learning** *US 10177*- you will engage with organizations to broaden your view and/or provide a service to a community. Activities may include:* Going on a field trip to learn more about the community partner
* Shadowing a professional to learn more about the agency or job
* Helping to clean, organize, paint, provide clerical assistance
* On-campus helping to organize, paint, gather, compile information or data
 |
|  **Engaged Service-Learning**  *US 20277*- you will use the concepts and skills addressed in a course to:* Provide various types of service that help meet the immediate needs of an agency
* Develop written reports, grants, curriculum, community strategy for the agency
* Carrying out creative activities (i.e. Dance performance, choreography, paintings and other works of art), International service, Internship).
 |
|  **Engaged Service Scholarship**  *US 30377*- you will use the concepts and skills addressed in a course to:* Gather, organize, and analyze data to gain insights about the agency’s mission, resources, audiences, or cause.
* Gather, organize, and analyze data  and develop written reports, recommendations, and/or plans for community action
* Conduct scientific research, needs-assessments, and other creative activities (i.e. major dance performance, original choreography, paintings and other original works of art)
 |
|  **Engaged Community Development**  *US 40477* - you will use the concepts and skills addressed in a course/ discipline to:* Use research findings and reports to create public discussions and presentations that speak and advocate on behalf of others
* Work with community members to advocate, develop, and implement long-term community solutions
* Develop training programs, curriculum, annual events (i.e. fund-raising, major dance performances, original choreography, paintings and other original works of art)
 |

Dr. Tina L. Kandakai

Office of Experiential Education and Civic Engagement

 Date

Signature of Student Date

**Plus-1 Credit Application (cont’d)**

The student will complete a **minimum of 45 hours** of work during the semester. At least 30 of these hours must be **on-site** at the agency/organization. The remainder may be devoted to reading, writing, or conference time. The finished product may be completed in a variety of ways (i.e., through a student journal, portfolio, formal writing assignment, assigned readings, a class presentation, or a combination of any of these).

1. Briefly describe the type of agency you would like to serve (If possible, identify the agency name and address)

2. How do this agency’s mission and goals relate to your course or discipline?

**3. To the best of your ability, please create learning objectives for the Plus-Credit experience. By the end of the Plus-Credit experience:**

**a.** What academic goals do you want to accomplish by working with the agency? What would you like to be more informed about? How will you seek to integrate this learning opportunity into your academic career at Kent? What specialized knowledge do you hope to obtain? What activities would you like to experience to enhance knowledge of your course and discipline?

**b.** What professional goals do you want to accomplish by working with the agency? What do you wish to learn about the professional workplace? What career insights do you want to gain? What contacts do you wish to establish for future advancement?

**c.** What personal goals do you want to accomplish? What activities are important to experience that will contribute to your growth?

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**Note\*\*** Be sure you have enough knowledge, skill, time, and freedom at the partner site to accomplish your objectives.

**Plus-1 Credit Application (cont’d)**

**Faculty approval:**

 Yes

 No

Faculty Signature

 Date

**Faculty supervision and evaluation *(please select your preferred approach)***

|  |  |  |
| --- | --- | --- |
| I will work with the student(s) to identify and discuss experiential learning activities I will work with OEECE and the student(s) to identify experiential learning activities | I will supervise the student(s) I will work with OEECE to supervise the student(s)  | I will evaluate the student(s)I will work with OEECE to evaluate the student(s)  |

**Add/Drop Procedure**

Procedures follow those of traditional courses:

1. Students dropping the Plus-1 Credit course can remain registered in the primary course to which it is attached.
2. If the primary course is dropped, the associated Plus-1 Credit course must also be dropped.
3. The Plus-1 Credit course may be applied to a different course during the semester with instructor approval and if initiation of the add/drop falls within current registration policy timelines.