

**KENT STATE UNIVERSITY**  
**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](http://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](mailto: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>)**

Student Name: \_\_\_\_\_ Kent State ID: **8** \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ @kent.edu \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

College: \_\_\_\_\_ Major: \_\_\_\_\_

Supervising Faculty Member: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Activity Beginning Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

Experiential Learning Activity Title: \_\_\_\_\_

Site Supervisor (if applicable)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

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

**Pre-activity Reviewer:**

\_\_\_\_\_  
**OEECE Representative Signature**

\_\_\_\_\_  
**Date**

**For OEECE Use Only:**

Academic Advisor: \_\_\_\_\_ Catalog year: \_\_\_\_\_

Term (circle): Fall Winter Spring Summer I II III 20\_\_\_\_ Earned credit hours: \_\_\_\_\_

**Pre-activity Approval:**

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Supervising Faculty Member Signature Date

\_\_\_\_\_  
Site Supervisor Signature Date

**If Kent campus:**

\_\_\_\_\_  
Chair/School Director Signature  Approve  Denied Date: \_\_\_\_\_  
(of supervising faculty member's department/school)

\_\_\_\_\_  
College Dean Signature  Approve  Denied Date: \_\_\_\_\_  
(of student's major)

**If Regional campus:**

\_\_\_\_\_  
RC Assistant or Associate Dean Signature  Approve  Denied Date: \_\_\_\_\_

\*\*\*\*\*

**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?

---



---



---



---

\*\*\*\*\*  
**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