PLUS-1 CREDIT

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SECTION 1

INTRODUCTION AND OVERVIEW

Community Partner outreach with Marc Crosby, from Just Like Us Enrichment Center
Dear Student,

Welcome and thank you for considering experiential education as a path to enhancing your learning experiences at Kent State University! The Office of Experiential Education and Civic Engagement (OEECE) was created out of efforts put forth by KSU faculty and administration who saw first hand the excitement and energy experiential education brings to the classroom. The Experiential Learning Plus-1 Credit offers you an amazing opportunity to develop and apply knowledge and skills beyond the classroom to community environments that will shape your life for years to come.

The OEECE strives to make the Experiential Learning Plus-1 Credit a rewarding option for those seeking engaged learning experiences. Contained in this handbook are the tools and information you will need to be successful.

It is my hope that by the end of your Plus-1 Credit experience, you will have a better understanding of the civic challenges of our 21st century society, your course, discipline, and yourself. Please take advantage of the OEECE’s resources and staff throughout your experience. Our goal is to serve as your prime support for engaged learning experiences.

Sincerely,

Tina L. Kandakai, PhD, Coordinator
Office of Experiential Education and Civic Engagement
203 Moulton Hall
Kent State University
Kent, OH 44242-0001
Email: experiential@kent.edu
Website: www.kent.edu/experiential
Office: 330-672-7876
OEECE OVERVIEW

Kent State University has a long-standing philosophy of excellence in teaching and learning. The OEECE is here to promote experiential education throughout all disciplines. The OEECE believes experiential learning is significant to student academic development and can be critical to facilitating social actions that promote community well-being.

OEECE’s Core Values are three-fold:

1. To support innovation in teaching and a commitment to civic engagement
2. To encourage a scholarship in service that makes what is discovered useful and visible beyond the academic community
3. To develop university-community collaborations that are authentic and cohesive as well as educationally and socially meaningful

Plus-1 Credit Overview

The Plus - 1 Credit permits students to add an experiential learning component to any regular University course for one (1) additional credit under the Experimental and Integrative Studies Program. The faculty of record and the OEECE must approve the application; however, faculty are under no obligation to accept the proposal. The service experience may be supervised and evaluated in collaboration with the OEECE and the faculty of record for a letter grade (which is separate from the letter grade for the course to which it is attached).

Experiential Learning Requirement

Plus-1 Credit may be used to meet the Experiential Learning Requirement (ELR) beginning Fall semester 2012. Contact the OEECE for more information.
KEY DEFINITIONS

**Experiential education:** An umbrella term describing teaching methods which utilize deliberate and purposeful engagement to influence student knowledge, skills, values, and promote the public good.

**Experiential learning:** The development and application of knowledge and skills through venues that serve as extensions of the classroom. Experiential learning promotes academic relevance, enhances course significance, and encourages an understanding of real-world issues.

**Civic Engagement:** The participatory actions designed to promote the quality of life of diverse communities. Civic engagement involves gaining an understanding of current community needs and systems and combining this understanding with knowledge, skills, and motivation to have a positive impact.
# CATEGORIES OF ENGAGED EXPERIENTIAL LEARNING

<table>
<thead>
<tr>
<th>ENGAGED LEARNING</th>
<th>ENGAGED SERVICE-LEARNING</th>
<th>ENGAGED SERVICE-SCHOLARSHIP</th>
<th>ENGAGED COMMUNITY DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student learning using engagement with organizations to broaden students’ view of communities and offer opportunities to serve.</td>
<td>Student learning using course instruction, civic engagement, and reflection to enhance learning, broaden an appreciation of the discipline, and forward the goals of an organization.</td>
<td>Student learning using a combination of service-learning and research methods to gain an understanding of civic issues and provide a rationale for creating community solutions.</td>
<td>Student learning using a combination of engaged service-scholarship, faculty, and community working together to develop, implement, and sustain locally controlled initiatives.</td>
</tr>
<tr>
<td>Students in an Introduction to Political Science course shadow local politicians to gain a better perspective on approaches to policy development.</td>
<td>Students in a Non-profit Management course serve 20 hours as a board member for a nonprofit. In the process, they engage in program planning for an upcoming fund-raiser.</td>
<td>A local community is concerned about contamination from a refuse facility. Students enrolled in an advanced Chemistry course assist the EPA in collecting and analyzing air quality samples. A written analysis is submitted to the EPA for review.</td>
<td>Students enrolled in a Health Disparities course focused on child abuse engage in information gathering with social service agencies and community members to explore factors influencing local child abuse. Based on the result, a prevention and reduction strategic proposal is submitted to local officials.</td>
</tr>
</tbody>
</table>
BENEFITS OF EXPERIENTIAL LEARNING?

- Develop a new perspective on issues discussed in the classroom
- Use your education to address real world problems
- Improve your intellectual and academic development
- Explore greater enjoyment of the learning experience
- Improve your self-esteem
- Engage in leadership development
- Develop more career and networking opportunities
- Develop lifelong problem solving skills
- Improve your critical thinking skills
- Develop a greater sense of empowerment
- Improve your social and professional skills
- Give back to your community
- Broaden your understanding of community and social issues
- Work with and learn from people of different cultures, ages, and lifestyles
- Engage in responsible and challenging action for the common good
- Make new friends
- Make a difference in the lives of others
- Explore career possibilities and make potential job contacts
- Reflect critically on your service experience

Adapted from George Mason University, Center for Service and Leadership Handbook http://clce.gmu.edu/forms/sl_handbook.pdf
REGISTERING PLUS-1 CREDIT

SECTION 2
REGISTERING PLUS-1 CREDIT

Pre-Service Activities

1. Contact the OEECE at 203 Moulton Hall to discuss potential projects for the course.
2. Complete a mandatory Plus-1 Credit online orientation at the OEECE website.
3. Complete the Plus-1 Credit application and required forms.
4. Contact the course instructor to discuss your proposed project and to obtain signed application 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 Wednesday of the fourth week of classes. This can be done via:
   a. Email - experiential@kent.edu
   b. Fax - 330-672-3815, or
   c. Office - 203 Moulton Hall
7. Register for the Plus-1 Credit course.
8. Complete pre-test Survey

During Service Activities

1. Coordinate your schedule with your community partner.
2. Sign Memorandum of Understanding (MOUs) with the faculty and the community partner.
3. Follow the Plus-1 Credit syllabus and submit all weekly and/or mid-term assignments.
4. Maintain a record of your service time and activities at the partner site.
5. Fulfill your service commitment.

Post-Service Activities

1. Complete all faculty requirements.
2. Turn in all supervisor approved timesheets.
3. Complete and submit post-test survey.
4. Complete and submit final reflective paper on the service experience.
EXPERIENTIAL LEARNING
PLUS-1 CREDIT APPLICATION

The Plus - 1 Credit permits students to add an experiential learning (EL) component to any undergraduate University course for one (1) additional credit under the Experimental and Integrative Studies Program. The application must be approved by the OEECE and the faculty of record; however, faculty are under no obligation to accept the proposal. Students will receive a separate letter grade from which the course is attached. The service experience may be supervised and evaluated in collaboration with the 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 number:

Primary course (number & title):

Plus-1 Credit Hour Course Designation:
Check the Engaged Learning category that best fits the type of activity you want to experience:

☐ Engaged Learning (EXPR 10295) - you will engage with organizations to broaden your view and/or provide a service to a community. Activities may include:
- Field trip to learning more about the agency
- Shadow a professional to learn more about the agency or job
- Help to clean, organize, paint, clerical assistance
- On-campus – to organize, paint, gather, compile information or data

☐ Engaged Service-Learning (EXPR 20295) - you will use the concepts and skills addressed in a course to:
- Provide various types of service that helps meet the immediate needs of an agency
- Develop written reports, grants, curriculum, community strategy for the agency
- Creative activities (i.e. Dance performance, choreography, paintings and other works of art), International service, Internship).

☐ Engaged Service Scholarship (EXPR 30295) - 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
- Activities may include: scientific research, needs-assessments, and creative activities (i.e. major dance performance, original choreography, paintings and other original works of art).

☐ Engaged Community Development (EXPR 40295) - 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
- Activities may include: Developing 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

Signature of Student:       Date
The student will devote 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 does 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?

_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
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_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

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

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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_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
**5/5**

**FACULTY SUPERVISION AND EVALUATION**

Faculty approval:

- [ ] Yes
- [ ] No

Faculty Signature __________________________ Date __________

(please select your preferred approach)

| I will solely work with the student(s) to identify and discuss experiential learning activities | I will solely supervise the student(s) | I will solely evaluate the student(s) |
| I will work with OEECE and the student(s) to identify experiential learning activities | I will work with OEECE to supervise the student(s) | I will work with OEECE to evaluate the student(s) |
EXPERIENTIAL LEARNING PLUS-1 OPTION
STUDENT CONSENT FORM

I, ______________________________________, (print your full name) a KSU student completing the Plus-1 Credit option, grant permission to the Office of Experiential Education and Civic Engagement (OEECE) to use my comments and images for video, audio, and online materials obtained from activities associated with the Experiential Learning Plus-1 Credit option program. These materials may be used for possible publication, publicity, and/or training future students and instructors. In addition, I understand that these materials might be viewed by persons both within and outside of Kent State University and that my name may be used in the display or publication of these materials.

Please sign on the space provided to indicate your agreement.

I _____________________  do consent to the use of my comments and images in video, audio, and online materials obtained from activities associated with the Plus-1 Credit program.

I _____________________  do not consent to the use of my comments and images in video, audio, and online formats from the Plus-1 Credit program.

Date__________________

Revised August 2011
HOLD HARMLESS AGREEMENT AND RELEASE

Kent State University

I am registered to participate in the following activity: __________________________ offered by Kent State University. The activity will take place during the_____________________ semester. My participation in this activity is entirely voluntary and is at the direction and agreement of persons or entities not associated with Kent State University. I declare and recognize that it is in my best interest to follow the suggestions, guidelines, and/or rules of the agency, activity supervisors, and/or coordinators. I understand and recognize that I am responsible for my own well-being and fully understand and appreciate the potential dangers, hazards and/or risks, directly and/or indirectly inherent in participating in the service activity (including the loss of life, serious loss of limb, or loss of property). Also, I understand that the consumption of alcohol and/or use of drugs is strictly prohibited and could result in my dismissal from further participation in the activity. Further, I understand and agree that while I can provide my own transportation to the site of this activity, if I choose to ride with another participant, that decision is completely voluntary on my part and I will hold the university harmless for any injury or damage I may suffer as a result, even if due to the negligence of the owner and/or operator I am riding with.

I understand that any Organization or University personnel or agents also participating in this activity are not necessarily medically trained to care for any physical or medical problems that may occur during this activity nor are these persons trained in the activities in which I may participate. I further understand that the Organization may not carry medical or liability insurance for me while I am participating in this activity. By placing my signature below, I acknowledge to Kent State University that I have adequate medical and hospitalization insurance for any injuries that I may incur as a result of participating in this activity. If during my participation in the service activity, I become incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from my family/legal guardian, I agree to have medical treatment performed when, in the opinion of medical personnel; my health or welfare will be adversely affected by any delay. In such an event, I authorize Kent State University or designated representative to grant permission for the medical treatment and/or release of medical information that I provided.

I understand that filming or photos taken of any kind by Kent State University representatives belong to the University and can be used for any purpose at the discretion of the University. I have read the above terms of this Agreement/Release, and I understand and agree to the terms and conditions stated herein. This Agreement/Release shall be binding upon the heirs, administrators, executors, and assigns of the undersigned.

NOW, THEREFORE, in consideration for being allowed to participate in this activity, I agree to hold the supervisor(s) and coordinator(s) of this activity, Kent State University, its Board of Trustees, agents, officers, and employees, and student volunteers harmless for any and all direct, indirect, special or consequential damages, or costs, legal and otherwise, which I may incur as a result of my participation in this activity(ies), even if due to the negligence of Kent State University or any other Organization associated with Kent State University or any person serving in the above-identified capacities.

I have read the above terms of this Agreement/Release, and I understand and voluntarily agree to the terms and conditions. This Agreement/Release shall be binding upon the heirs, administrators, executors, and assigns of the undersigned.

_______________________________   ________________________________   Date ________
Print Name     Authorized Signature
STUDENT MEMORANDUM OF UNDERSTANDING (MOU)

Experiential education at Kent State University is a process whereby students engage in learning that combines theory and coursework with practical, real-life experience.

This memorandum of understanding (MOU) summarizes an agreement between Kent State University’s Office of Experiential Education and Civic Engagement (OEECE) and ______________________ [STUDENT NAME] to jointly provide a successful engaged learning experience for students involved in our programs. This MOU serves to foster a mutually beneficial service experience by outlining the duties and responsibilities of the student. The MOU will be in effect until modified or until the partnership ceases.

This MOU entered into this _______ day of _______, 2011 between Kent State University’s OEECE and _______________________________ , student.

The Student agrees to:

1. Be currently enrolled at Kent State University.
2. Acknowledge that there is no employee/employer relationship with the University or partnering agency while participating in the service activity.
3. Follow all community partner policies, guidelines, and attend required trainings and activities.
4. Evaluate the safety of the community partner site and bring any concerns to the attention of the site supervisor and the OEECE.
5. Provide own transportation to and from the community partner site.
6. Show up to the community partner site at scheduled times. Notify community partner at least 24 hours in advance if you will be absent.
7. Maintain regular communication with the OEECE and faculty member.
8. Complete all projects by the due date.
9. Submit service hours each week and have supervisor verify hours.
10. Dress appropriately for the service learning site.
11. Receive no monetary compensation for the service activity.

This agreement may be amended at any time with the mutual consent of the parties.

Student:

__________________ ___________________________ ______________
Print Name   Authorized Signature   Date

MEMORANDUM OF UNDERSTANDING (MOU)
STUDENT
COMMUNITY PARTNER
MEMORANDUM OF UNDERSTANDING (MOU)

Experiential education at Kent State University is a process whereby students engage in learning that combines theory and coursework with practical, real-life experience.

This memorandum of understanding (MOU) summarizes an agreement between Kent State University’s Office of Experiential Education and Civic Engagement (OEECE) and ______________________, the partnering agency, to jointly provide a successful engaged learning experience for students involved in our programs. The MOU serves to foster a mutually beneficial service experience by outlining the duties and responsibilities of the partnering agency. The MOU will be in effect until modified or until the partnership ceases.

This MOU entered into this ______ day of ______, 2011 between Kent State University’s OEECE and ________________________________ community agency/organization.

The Community partner agrees to:

1. Designate a specific staff person to supervise each student. The organization may assign multiple students to one site supervisor.
2. Notify the OEECE of the name(s) and contact information of the site supervisor(s).
3. Provide a safe and secure work environment for the student(s).
4. Provide an orientation that: 1) includes a tour of the site, 2) informs on the unique nature of the population being served, 3) informs on emergency and safety guidelines, required background checks, and training (if required).
5. Ensure that student volunteer activities are structured, well planned, and effective.
6. Possess either general liability coverage or similar insurance for volunteers.
7. Support the student(s) for successful completion of the service.
8. Monitor student progress throughout the project and report any concerns to the OEECE.
9. Complete and return required forms and evaluations.

Community Partner Supervisor:

_________________________ ___________________________ ______________
Print Name   Authorized Signature   Date
FACULTY
MEMORANDUM OF UNDERSTANDING (MOU)

Experiential education at Kent State University is a process whereby students engage in learning that combines theory and coursework with practical, real-life experience.

This memorandum of understanding (MOU) summarizes an agreement between the Kent State University’s Office of Experiential Education and Civic Engagement (OEECE) and ________________________, the faculty of record, to jointly provide a successful engaged learning experience for students involved in our programs. The MOU serves to foster a mutually beneficial service experience by outlining the duties and responsibilities of the faculty member. The MOU will be in effect until modified or until the partnership ceases.

This MOU entered into this _______ day of _______, 2011 between Kent State University’s OEECE and ________________________________, faculty member.

The Faculty member agrees to:

1. Assist the student in developing the learning outcomes for the service experience.
2. Communicate expectations in collaboration with the student, community partner, and the OEECE.
3. Ensure that student and community partner activities support academic development and are in accordance with relevant practice and ethical standards.
4. Offer guidance on cultural and political sensitivity to the community with respect to the activities of and the materials developed by the student team.
5. Identify key resource people, both service providers and community members, and provide introductions as necessary.
6. Maintain communication with student(s) involved in program.
7. Provide and/or request OEECE support for supervision and assessment of the service experience.
8. Check student progress mid semester and notify the OEECE of any challenges.
9. Submit final student grade.

This agreement may be amended at any time with the mutual consent of the parties.

Faculty:

Print Name   Authorized Signature   Date
Experiential Learning Plus-1 Credit

EXPR 10295 (Fr) EXPR 20295 (So) EXPR 30295 (Jr) EXPR 40295 (Sn)

Kent State University
Fall 2011

WebCT VISTA: Experiential Education Course • 01 credit

Course Contact:
Dr. Tina Kandakai, Coordinator
Office of Experiential Education and Civic Engagement
Office: 203 Moulton Hall
Email: experiential@kent.edu

Consultations upon Request

Course Description
The Plus - 1 Credit permits students to add an experiential learning (EL) component to any undergraduate university course for one (1) additional credit. To enhance the learning experience, the course requires civic engagement outside the classroom. Students consider the course’s and/or discipline’s knowledge base and how it is used in real practice. Reflective activities are used to challenge students to consider the larger questions and the interdisciplinary nature of complex problems and solutions.

Learning Objectives
Students (with assistance from the OEECE and faculty if need be) will identify the learning objectives for their experience. A description of the learning objectives will be developed based upon guided questions posed on the Plus-1 Credit application form. The learning objectives will allow students to clearly and precisely describe what it is they intend to learn and accomplish during the experience.

General Information
Technology: All students must ensure they must have access to VISTA8. Students must have basic technology skills, including use of email with attachments and ability to use a word processing program (i.e. MS word).

Accommodation: University policy 3342-3-18 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester. Please note, you must first verify your eligibility for academic accommodation through Student Accessibility Services; they can be reached at 330-672-3391 and are located on the ground floor of the DeWeese Center. For more information about your rights and responsibilities, see http://www.registrar.ksu.edu/disability/Current/StudentHandbook/RightsReas.htm

Statement of Inclusion: Kent State University, as an equal opportunity educational institution, encourages an atmosphere in which the diversity of its members is understood and appreciated; an atmosphere that is free of discrimination and harassment based on identity categories. Thus, all members of the university are expected to join in creating a positive atmosphere in which individuals can learn and work, an environment that is sympathetic, respectful and supportive. (See “University Policy Register”). The instructor of this course is committed to teaching equitably and inclusively, addressing the needs, concerns, and interests of each and every student, regardless of age, gender/sexual identity.
Grading Policy:
The grading scale for this course is the standard A to F scale that includes the plus/minus option.

Grade Distribution

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>94-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-93%</td>
</tr>
<tr>
<td>B+</td>
<td>86-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-85%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>76-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-75%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
</tr>
<tr>
<td>D+</td>
<td>66-69%</td>
</tr>
<tr>
<td>D</td>
<td>63-65%</td>
</tr>
<tr>
<td>F</td>
<td>Less than 63%</td>
</tr>
</tbody>
</table>

Submit your final reflective analysis to the faculty of record on a date specified by the faculty. You will also submit an electronic at experiential@kent.edu or hard copy of your final reflective analysis to the OEECE no later than Dec 9th, 2011.

Course Assignments: Each week submit a reflection about your experience answering the questions below. Each reflection should be at least two paragraphs or between 75-100 words. Use the VISTA assignment drop box to submit assignments.

<table>
<thead>
<tr>
<th>WEEK</th>
<th>TOPICS</th>
<th>ASSIGNMENT DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>Complete Plus-1 Credit online orientation; Faculty approval Submit application to OEECE</td>
<td>Sign Hold Harmless, Sign Student Consent</td>
</tr>
<tr>
<td>5</td>
<td>Collaborate with faculty and community partner regarding experiential learning activities.</td>
<td>Complete Pre-Test Survey Signed MOU’s</td>
</tr>
<tr>
<td>6-8</td>
<td>Reflective Analysis Guide – Section A</td>
<td>Mid-course Reflection</td>
</tr>
<tr>
<td>9-10</td>
<td>Reflective Analysis Guide – Section B</td>
<td>Post-test Survey</td>
</tr>
<tr>
<td>11-12</td>
<td>Reflective Analysis Guide – Section C</td>
<td>Time Sheets</td>
</tr>
<tr>
<td>13-14</td>
<td>Reflective Analysis Guide – Section D</td>
<td></td>
</tr>
<tr>
<td>15-16</td>
<td>Compiled Reflective Analysis Paper, Community Partner Evaluation</td>
<td>Final Reflective Analysis</td>
</tr>
</tbody>
</table>
Develop a product demonstrating or reflecting on your experiences and submit your final project to the faculty of record on a date specified by the faculty. Please submit an electronic copy of your final project to the OEECE at experiential@kent.edu for our records.

The purpose of this analysis is to provide you with the opportunity to critically examine the Plus-1 Credit experience and connect it to the learning objectives of the primary course.

The finished product may be completed in a variety of ways. Please check with the faculty of record to obtain guidance on the preferred format of the final project. The following list of acceptable projects offers suggestions for you to showcase and reflect on your experience:

1. 5-7 page, double-spaced paper
2. PowerPoint presentation that includes your pictures
3. DVD movie
4. Journal
5. Scrapbook
6. Narrated photo album
7. Portfolio
8. Video
9. Any other creative product that demonstrates your Plus-1 Credit experiences.

For questions or concerns, please contact me at experiential@kent.edu or 330-672-7876.

The purpose of this analysis is to provide you with the opportunity to critically examine the Plus-1 Credit experience and connect it to the learning objectives of the primary course. 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). You may be creative, but you must be able to justify and explain your experience.

The analysis will include four levels that will encourage critical thinking, and guide your reflection as you process your Plus-1 Credit experience. These levels are objective, reflective, interpretive, and decisional.

**A. Objective:** This part of your analysis will include descriptions of your concrete experience. Be sure to include your identified learning objectives.

What did you do? Who did you work with? Where did you work? What is the purpose of that organization? What did you observe? What were your learning objectives? What did you see? What did you hear?

**B. Reflective:** This part of your analysis will focus on how you felt or interpreted your experience. Please provide a context for these feelings by providing examples from your experience.

How did you feel at the beginning of your experience? What was the first day like? The 2nd week? A month later? Did you feel more confident? More confused? Did you feel successful? Challenged? What was the most enjoyable/frustrating part of the experience?

**C. Interpretive:** This part of your analysis will focus on what you learned from your experience.

What did you learn? Did you accomplish your learning goals and objectives? Why? Why not? What did you think about? Did your experience make you change the way you thought about a particular social issue? What worked, what didn’t? Did you learn anything in particular about service that you didn’t know? Why was your experience important? How is this experience connected to your course work? Can you use what you learned in other ways?

**D. Decisional:** This part of your analysis will explore how you will incorporate your new knowledge into your current state of mind.

What decisions have you made based on your experience? Have you changed any of your beliefs, opinions, and truths? What would you do differently next time? How has this experience affected your career path, your personal life choices, or your use of new information, skills or technology? How are you going to use this new knowledge in the future?
TIME KEEPING PROCEDURES

1. Timesheets are available online through the Blackboard Vista site.

2. Click here for a link to an Excel version of the timesheet.

3. Timesheets should be completed and signed each week and returned to the OEECE by 5pm each Friday.

4. The final timesheet will be turned in at the completion of the Plus-1 Credit option experience.

SAMPLE TIMESHEET

<table>
<thead>
<tr>
<th>STUDENT TIMESHEET</th>
</tr>
</thead>
<tbody>
<tr>
<td>To obtain proper academic credit, an account of time and days worked during the experience must be recorded by the student and verified by the on-site supervisor. A minimum of 30 on-site hours is required.</td>
</tr>
<tr>
<td><strong>Student’s Name:</strong> John Doe</td>
</tr>
<tr>
<td><strong>Community Partner:</strong> Habitat for Humanity</td>
</tr>
<tr>
<td><strong>Total hours for period:</strong> 45</td>
</tr>
<tr>
<td><strong>Total wage value:</strong> $5000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
<th>Total Hrs.</th>
<th>Supervisor Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2/11 - 1/7/11</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>12</td>
<td>Mike Jones</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Monthly Total</th>
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<tbody>
<tr>
<td>Month</td>
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<td>WEKS</td>
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<td>WEKS</td>
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</table>

<table>
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<tr>
<th>Monthly Total</th>
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</thead>
<tbody>
<tr>
<td>Month</td>
</tr>
<tr>
<td>I certify that the above time report is a true statement of the hours worked</td>
</tr>
<tr>
<td>John Doe</td>
</tr>
<tr>
<td>Student’s Signature</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>I approve this statement of hours worked for the period covered.</td>
</tr>
<tr>
<td>Mike Jones</td>
</tr>
<tr>
<td>Supervisor’s Signature</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
DRUG FREE WORKPLACE POLICY

(A) Policy statement. The university is committed to maintaining a workplace free of illegal drugs. Recognizing that illegal drug use poses health and safety hazards to students and to the community at large, the university prohibits the possession or use of illegal drugs on all university property and at other locations where students are conducting university business.

(B) Students manufacturing, distributing, dispensing, possessing or using illegal drugs on university property and at other locations during the conduct of university business are subject to dismissal.

(C) The university will establish and maintain a drug-free awareness program including the following topics of concern:

1. Health and safety concerns from drug abuse.
2. University policy regarding illegal drug use.
3. Availability of approved drug counseling and rehabilitation services.
4. Penalties that may be imposed upon employees for drug-free violations.

(D) In compliance with the Drug-Free Workplace Act of 1988, employees/students engaged in work under a federal grant or contract may be subject to additional requirements to ensure a drug-free workplace.

(E) In accordance with federal regulations, the violation of this policy could result in the suspension, termination or debarment of the individual or the institution from federal grants and/or contracts.

Effective: June 1, 2007
Prior Effective Dates: 2/17/1989
MAXIMIZING YOUR PLUS-1 EXPERIENCE
MAXIMIZING YOUR PLUS-1 EXPERIENCE

Be aware of your environment:
Remember you are a helper, a learner, and a visitor. The organization with which you are working has specific ways of interacting and getting things done. Be aware of these particulars and act appropriately. Do not assume you know how to do things or know more than the people who are there every day.

Follow a work ethic:
Remember your agreement to serve is a commitment to the agency. You will establish relationships with the agency clientele and they will look forward to seeing you. Agency staff will value the service you provide and count on your help. If you are going to be late or are unable to attend please call your contact person as soon as possible. Consider carefully the reason you might have for missing your meeting.

Follow the organization’s policies and procedures:
Be familiar with the specifics of your job. Gain a clear understanding of any rules you need to follow. Also ask about any liability of which you need to be aware.
(Does the agency provide volunteer insurance?)

Understand the need for confidentiality:
Becoming personally involved with the agency clientele is a rewarding experience, but remember you may be dealing with sensitive information that is not to leave the agency. If there is any question as to whether you should share information… DO NOT! Speak with your contact person about their confidentiality policy. Additionally do not feel pressured to share personal information with clients.

Dress appropriately and sensibly:
Blending in with the community doesn’t mean dressing poorly, it implies dressing smart, and that is to be neat, clean and safe. Wear clothing that affords you comfort, flexibility, and agility.

Avoid carrying personal items that may identify you as an outsider:
These items can cause you to be easily identified as an outsider. There also may not be any place for you to keep your personal items. Develop a community safety net of resources in your assigned areas. Find people, places, and things in the area that can be of assistance in times of crisis or need. For example, know the location of phones and twenty-four hour stores. Here are some other ideas to insure your safety:

Adapted from George Mason University, Center for Service and Leadership Handbook http://clce.gmu.edu/forms/sl_handbook.pdf
TIPS FOR CONTACTING A COMMUNITY PARTNER

- **Get Started Now!** Choose at least 3 agencies, in case one does not work out. Seek support from the OEECE.

- **Do** choose an agency that sincerely interests you, both personally and academically.

- **Do** practice phone etiquette. Do not leave a mumbled or fast message on the agency’s answering machine. Speak clearly and slowly when leaving your information. EXAMPLE: “Hi my name is ____ and I’m a _____ at Kent State University. I’m interested in serving at your agency as part of the Plus-1 Credit program with the Office of Experiential Education and Civic Engagement. Please call me at ___ between the hours of ____ and ____ or you may reach me at ____.

- **Do not** play phone tag. This happens when both you and the agency contact keep missing each other due to busy schedules. Leave a message giving your full name, school, a specific contact phone number, and an alternate number and time at which you can be reached during normal business hours.

- **Do** always keep in mind how your experiential learning ties into topics and themes in your coursework. Talk with your professor and develop ideas if you are having difficulty making the connections.

- **Do** realize that many agencies accept a limited number of students. Also, many agencies have certain times and dates for orientations for new students. For many agencies, once you miss the orientation date, you may miss the opportunity to be able to serve at that agency.

- **Do not** wait until the last minute to start your experiential learning hours—start your hours immediately, if possible. The semester goes fast. Each service site has its own schedule for service opportunities and it might not necessarily work with yours.

- **Do** attend all orientations or interviews that your agency requires you to attend. This is your chance to ask questions and determine if you feel comfortable with your selected agency. At this point, you will probably set a schedule of your available times and days to serve. Also, you will be given the opportunity to learn about rules and regulations, expectations of your duties, etc.

- **Do not** assume that you will have direct contact with the clients that the agency serves. For example, you may have a sincere interest in working with abused children, but due to certain laws and other factors, students may not be allowed to have direct contact.

*Revised and adapted from the College of Southern Maryland Center for Civic Engagement and Service-Learning
[http://www.csmd.edu/servicelearning/]*
EXPERIENTIAL LEARNING PLUS-1 CREDIT
FREQUENTLY ASKED QUESTIONS

What is the Plus-1 Credit?

The Experiential Learning Plus-1 Credit adds one credit to a course and provides students an opportunity to serve local community organizations. Students then reflect upon the impact of the service on their course experience. The Plus-1 Credit is designed to give students a greater sense of community and encourage a greater appreciation of the course subject.

Is the Plus-1 Credit available to all students?

Yes, the Plus-1 Credit is available to undergraduate students at all eight Kent campuses with faculty approval. Students will register for the Plus-1 Credit through the campus registrar’s office associated with their enrollment.

Is there a limit to how many Plus-1 Credits a student can earn?

No, a student can enroll in the Plus-1 Credit course over multiple semesters; however, students can only apply the Plus-1 Credit to one course per semester.

Is there a cost involved with the Plus-1 Credit?

No, there is no additional cost to students enrolled in 11 or more credit hours.

Does the Plus-1 Credit meet an internship requirement?

No, an internship is an engaged experience in and of itself. The Plus-1 Credit is designed for courses that do not have an engaged learning component.

What is the deadline for Plus-1 Credit applications?

Plus-1 credit applications are due by 12:00 p.m. on Wednesday of the fourth week of the semester.

Does the faculty need to know that a student is earning a Plus - 1 Credit?

Yes, the faculty of record must approve the Plus-1 credit application.
PLUS-1 CREDIT CHECKLIST

___ **Plus-1 Credit Application** *(Complete and return the Plus-1 Credit application to the OEECE in 203 Moulton Hall by noon Wednesday, the fourth week of classes.)*

___ Student Consent Form

___ Hold Harmless Form

___ Signed:

   ___ Student MOU

   ___ Faculty MOU

   ___ Community Partner MOU

___ Pre-test Survey

___ Time Sheets

___ Mid-Evaluation

___ Post-test Survey

___ Final Reflective Assessment