

KENT STATE UNIVERSITY
EXPERIENTIAL LEARNING REQUIREMENT (ELR)
NON-COURSE ACTIVITY STUDENT APPLICATION
(Access forms at <http://www.kent.edu/oeece>)

Application Instructions:

1. A student who seeks to fulfill the ELR through a non-course option must complete a Non-Course Activity Application and obtain signatures of approval from a full-time faculty member or from the Dean of Undergraduate Studies. To obtain approval from the Dean of Undergraduate studies, students should submit a completed application to the Office of Experiential Education and Civic Engagement (OEECE). Applications may be submitted in paper form or [online](#).
2. Upon approval of the Non-Course Activity Application, the student may register for the activity after submitting the application and a \$25 registration fee to the Office of Continuing and Distance Education (OCDE) located at 120 North Lincoln, Kent Ohio, 44242.
 - a. If a non-course activity is approved, the student will be responsible for completing 45 hours of activities and/or assignments as agreed upon with the faculty member or designee of the dean of Undergraduate Studies, site supervisor, and student.
 - b. The student may be engaged in a variety of activities and/or assignments including but not limited to: direct service related to organization's mission, tutoring, developing artistic pieces, program planning, community outreach, conducting research, presenting at public forums, marketing, and environmental cleanup to name a few. A final reflection of the experience is required and can be presented 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).
 - c. The student should consult with the supervising faculty member or designee of Dean of Undergraduate Studies to discuss a preferred format for the final reflection.
3. Upon completion of the activity, the student will sign the [Non-Course Activity Completion Form](#), obtain confirmation signatures from the site supervisor and supervising faculty member or Dean of Undergraduate Studies, and submit the form to the Office of Continuing and Distance Education (OCDE) for processing.
4. OCDE will send notification of Non-Course Activity completions to the Office of Experiential Education and Civic Engagement.
5. OEECE will notify student, faculty, student's college, and the Office of the Registrar for acknowledgement on the student's transcript.

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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. Experiences may include Alternative Spring Break trips, immersion trips, and significant leadership roles to name a few.

Please fill in the details below to complete the application.

Student Name: _____ Kent State ID: **8** _____

Phone Number: _____ E-mail Address: _____@kent.edu _____

College: _____ Major: _____ Student Class (ie., freshman –Senior) _____

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: _____

Organization/agency information:

1. Identify the organization/agency you would like to serve and briefly describe its mission and work.

2. Explain why you selected this organization/agency as an engagement site and describe how you will be involved.

3. Answer the questions below to describe how you would like to grow academically, professionally, and personally from this experience.

a. What academic coursework have you done that relates to this experience? What specialized knowledge would you like to gain? What activities will you perform to help you gain the knowledge you desire?

b. What professional skills would you like to develop through this experience? What activities will you perform to help you develop the skills you desire? What career insights do you want to gain?

c. How does the experience relate to your personal values and beliefs? How would you like to personally grow from this experience? What activities will you perform to support your personal growth?

Note** Make sure that your role with the organization/agency are agreed upon with your site supervisor and faculty member. Be sure that you have enough knowledge, skill, time, and freedom to accomplish your objectives.

Approval Routing:

1. _____
Student Signature Date

2. _____
Site Supervisor Signature Date

3. _____
Supervising Faculty Member Signature Date

or

Dean of Undergraduate Studies Signature Date



KENT STATE UNIVERSITY
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NON-COURSE ACTIVITY COMPLETION FORM
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Instructions: Upon completion of the activity, the student will complete the fields below, sign the form, and obtain confirmation signatures from the site supervisor and supervising faculty member. The signed form will be submitted to the Office of Continuing and Distance Education (OCDE) for processing.

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: _____

Site Supervisor Name: _____ Title: _____

Organization: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Activity Beginning Date: _____ **End Date:** _____

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 or designee of US Dean
Signature*

Site Supervisor Signature

Student Signature

