

## Next Steps for EXP 396 or EXP 397 - Spring 2025

### 1. Please confirm the following before beginning this process:

- a. You have been offered, and have accepted, an internship position with a specific company or organization.
- b. You have the name and contact information for your internship Site Supervisor, who is the person that will be your direct supervisor at the organization or company where you are completing your experience.

### 2. Determine the appropriate course:

- a. Please review the following information to determine if EXP 396 or EXP 397 will be the course you enroll in:

#### EXP 396

**Students with part-time internships (any time of the year) or full-time internships (summer only) should register for EXP 396.**

- a. EXP 396 is a Pass/Fail or variable credit course that is based on the number of hours worked at your internship site.
- b. We ask that students register for EXP 396 as soon as the offer is accepted. If your offer was given after the drop/add period has ended, you are still eligible to enroll. It is strongly encouraged that you enroll before the midterm deadline, however, decisions to admit past the midterm deadline are discussed on a case-by-case basis.
- c. NOTE: taking EXP 396 in the summer will result in tuition charges, per credit hour.

#### OR

#### EXP 397

**Students with a full-time internship for fall or spring semesters should register for EXP 397. EXP 397 credit can't be earned during the summer terms.**

- a. EXP 397 is a Pass/Fail only, 1 credit hour course that counts for credits of Honors Experience, assessed on a case-by-case basis. This experience could potentially count for up to 6 credits of Honors Experience.
- b. Enrollment status will show as full-time in the system, which addresses the concern about scholarships, insurance, student loans, etc. that require students to have full-time enrollment.
- c. Students only pay for 1 credit hour, as opposed to a full-time credit course load.
- d. Students should not take any other courses during the semester in which they complete EXP 397.
- e. The internship **MUST** be a paid internship.

### 3. Review your plan with your Academic Advisors:

- a. If you choose to take EXP 396 as a Pass/Fail or letter grade and how many credits you want to receive.
- b. Verify that EXP is the best experience course section for your major and graduation plan. **Please note that we encourage students to check for internship-based courses in their major prior to attempting to enroll in EXP 396/397.**
- c. Confirm the number of credit hours that will be earned based on your total work field hours for the semester:
  - i. 1 credit = 48 total work field hours
  - ii. 2 credits = 96 total work field hours
  - iii. 3 credits = 144 total work field hours
- d. If the EXP 396 course takes you over 19 enrolled credit hours, you will need a maximum credit override from your Academic Advisor before you can be enrolled by an EXP Staff Member.

### 4. Review your plan with your Financial Aid Advisor:

- a. If there will be any changes to your financial aid status if you:

- i. Decide to drop below full-time status
- ii. If you decide to enroll in a summer course
- iii. Impact on your tuition costs for the EXP course

**5. Contact EXP Sponsor, Hannah LeGris:**

- a. Before you enroll in any EXP course, contact your EXP Sponsor, Hannah LeGris at [hannah.legris@uky.edu](mailto:hannah.legris@uky.edu), and let her know that you have a confirmed internship site and would like to enroll in EXP. You will then schedule an appointment to discuss the internship, and she will discuss the course requirements and how to enroll.
- b. During the meeting with Hannah, you will discuss the following:
  - i. Learning Outcomes/Goals: Your EXP Sponsor will determine your learning outcomes and goals and will incorporate these into your Learning Contract.
  - ii. Syllabus/Assignments: Your EXP Sponsor will determine the assignments to be completed for this course. You will need to input this assignment in your Learning Contract. Your EXP Sponsor will also complete a syllabus for you.
  - iii. Pass/Fail vs. Letter Grade for EXP 396 only: EXP 396 is set up as a Pass/Fail course. If you would like to change that to a letter grade, please obtain pre-approval from your EXP Sponsor and Academic Advisor. This form is sent to the Dean or Coordinator of your academic college, who then determines if you can take EXP 396 as a graded course.
  - iv. Canvas Shell: Your EXP Sponsor will create a Canvas shell for you to submit your assignments. You will also be added to an EXP Student Orientation Canvas shell, where you will have additional assignments to complete to fulfill your EXP credits.
  - v. Dates of Meetings: Schedule Meetings with Your EXP Sponsor (at least 5 times after enrolling (First Week Confirmation, Check-In 1 (September/February), Mid-Term Confirmation, Check-In 2 (November/April), and End of Term Confirmation). You should review the way you and your EXP Sponsor will be meeting through the academic term and have this modality of contact outlined in the course syllabus. If this is a cohort of students, the EXP Sponsor may choose to do group check-ins. The average contact with an EXP Sponsor over an experience is 5 times. If unknown, write "to be determined with instructor".
  - vi. Review Hours: Recorded work field hours must be completed before finals week and must include your signature and your Site Supervisor's signature.
  - vii. Hours May Include:
    1. Time spent working at your internship experience
    2. Time spent with your EXP Sponsor
    3. Time spent completing your EXP Sponsor assignments
    4. Time spent completing training for your internship experience

**6. Complete your Learning Contract:**

- a. Complete the form, within the Experiences tab in Handshake.
- b. Complete the form with as much information as you have, and it's recommended that you complete this after meeting with Hannah LeGris.
- c. Go to Handshake > UK Career Center > Experiences > Request an Experience.
- d. Under "Experience Type" template, choose EXP 396 (Honors - First Time Experience) OR EXP 396 (Honors - Additional Experience). First Time Experience is for students who are taking an EXP 396 course for the first time while the Additional Experience is for students who are taking an EXP 396 for the second semester.
- e. If you are unsure of your EXP template, please contact [expblue@uky.edu](mailto:expblue@uky.edu).
- f. If you choose the wrong template, then you will be asked to delete the current template and to re-submit the correct template.
- g. Complete the information as required:

- i. Name of Employer and Contact Information
- ii. Name of Site Supervisor and Contact Information
- iii. Name of EXP Sponsor and Contact Information
- iv. Your accepted position and working title
- v. Department you will be working in
- vi. Pay/Salary, if applicable
- vii. Job Type (internship, experiential education, co-op, fellowship, other other)
- viii. Duration of experience including your start and end date
- ix. Assignments to complete for your EXP course, assigned by your EXP Sponsor
- x. Learning objectives and goals for your experience

## **7. Approval Process:**

- a. After you complete the Learning Contract in Handshake:
  - i. An EXP Staff Member will be alerted by Handshake that your Learning Contract is ready to be reviewed
  - ii. If there are any edits needed, an EXP Staff Member will contact you through Handshake
  - iii. If there are no edits required, an EXP Staff Member will push the Learning Contract forward for your EXP Sponsor and Site Supervisor to review
  - iv. Your EXP Sponsor and Site Supervisor will receive an email to review and approve your Learning Contract
  - v. Once your Learning Contract is approved, an EXP Staff Member will be alerted by Handshake that the Learning Contract is ready for enrollment
  - vi. An EXP Staff Member will issue overrides for the appropriate course and section request enrollment with the Registrar which typically takes 48 business hours
  - vii. An EXP Staff Member will email you a confirmation of enrollment through Handshake and you will see your course enrollment in myUK

## **8. Start Experience:**

- a. It is up to you to complete your assignments, keep up with your recorded work/field hours, and attend scheduled meetings with your EXP Sponsor.
- b. If you decide to withdraw from your experience or change your credit hours, please email your EXP Sponsor, Academic Advisor, and the Experiential Education Office ([expblue@uky.edu](mailto:expblue@uky.edu)) in **ONE** email outlining your plan for moving forward to begin the request process with the Registrar's Office.