EXP CREDIT

CONGRATULATIONS ON GAINING YOUR EXPERIENCE! THERE ARE A FEW STEPS TO GAIN EXP ACADEMIC CREDIT FOR AN EXPERIENCE YOU WILL PARTICIPATE WITH.

STEP 1 - SCHEDULE AN APPOINTMENT WITH EXPERIENTIAL EDUCATION

In Handshake by choosing appointment type “EXP Courses - Earning Academic Credit - Stuckert Career Center.”
• An Experiential Education team member will help advise you on what kind of experiential credit is available to you.

STEP 2 - FIND AN EXP SPONSOR

Your EXP Sponsor will meet with you for discussions throughout the semester and is your accountability partner during your experience (Let us know if you have trouble with this. We are happy to help in this area.)
• EXP Sponsor must have faculty status at UK (have taught a registered course at UK)
• EXP Sponsor will verify a student’s participation in an EXP course within the first two weeks of the academic term through myUK (Faculty Services > Grading). They can contact us at expblue@uky.edu if they have questions.
• EXP Sponsor will determine the student’s midterm and final grade and will submit through myUK (Faculty Services > Grading). They can contact us at expblue@uky.edu if they have questions.

STEP 3 - MEET WITH YOUR EXP SPONSOR

Meet with your EXP Sponsor to discuss your experience before you complete the Handshake Learning Contract:
• Syllabus/outline of assignments
  - Review completed field hours and required assignments
  - A verified and signed copy of completed field hours must be attached to your Learning Contract at the end of term before finals week (site supervisor and student signature required)
  - Employer time-sheet is acceptable if it shows all work hours completed
• Learning outcomes/goals
  - Details of learning outcomes/goals will be asked in the Learning Contract on page 2
• Canvas shell- your EXP sponsor will have a Canvas shell to place your assignments, discussion boards, or deadlines.

STEP 4 - MEET WITH YOUR ACADEMIC ADVISOR

Meet with your Academic Advisor to discuss if you will choose a letter grade or pass/fail, and how many credits you want to receive:
• Determine the number of credit hours you can earn from an experience is related to the number of hours worked.
• Time used to complete training, meetings with UK Sponsors, work on academic assignments required by UK Sponsors, and hours spent on-site with the organization. 1 credit = 48 total work hours 2 credits = 96 total work hours 3 credits = 144 total work hours
• If the EXP course will take a student over 19 credit hours the student will need a max override from their Academic Advisor before they can be enrolled by an Experiential Education team member.
• EXP 397 is a 1 credit hour course at a full-time status for pass/fail only. Students cannot be enrolled in other courses if enrolled in EXP 397.
• If students choose to receive a letter grade, they must receive academic department approval. Students will need to have their Academic Advisor complete the online EXP Academic Department Letter Grade Approval Form (https://uky.zoomin.com/jfe/form/SV_823e000OLG5Bukkl).

STEP 5 - MEET WITH YOUR FINANCIAL AID ADVISOR

Review with your Financial Advisor if there will be any issues for you to go below full-time status or if you choose to be enrolled for the summer or winter terms. Students should be registered for 12 academic credit hours for their fall and spring terms to maintain their financial aid status.

STEP 6 - MEET WITH YOUR STUDENT ACCOUNT ADVISOR

EXP Course has the same fees as a regular course at UK. Students will be responsible for the course fee assigned.

STEP 7 - COMPLETE YOUR LEARNING CONTRACT

Complete a Learning Contract in Experiences through Handshake https://uky.joinhandshake.com/experiences/new
• Complete form with as much information as you have, and this is recommended to be completed with your EXP Sponsor
  - Under “Experience Type” choose your EXP template. If you are unsure of your EXP template, contact expblue@uky.edu
  - Name of employer & contact information
  - Name of site supervisor & contact information
  - Name of EXP Sponsor & contact information
  - Position title
  - Department
  - Pay/Salary
  - Job type (internship, experiential education, coop, fellowship or other)
  - Duration (time frame) Assignments to complete to EXP Sponsor
  - Learning objectives/goals (page 2)
• The Learning Contract will be reviewed by an Experiential Education team member at the Stuckert Career Center. Your EXP Sponsor and Site Supervisor will get an e-mail to review and approve.
• Experiential Education team member will issue you the overrides and register you into the course for the appropriate course and section after your EXP Sponsor and Site Supervisor approves.
• Experiential Education team member will post your confirmation of enrollment in Handshake and you will see your course in your myUK class schedule.

STEP 8 - START YOUR EXPERIENCE

It is up to you to complete your assignments, record your field hours, and check-in with your EXP Sponsor.
• If you decide to withdraw from your experience or change your credit hours, please email your EXP Sponsor, Academic Advisor and us at expblue@uky.edu as soon as possible so that we can work with the Registrar to complete the request.

HTTPS://WWW.UKY.EDUCAREERCENTER/RECEIVING-EXP-ACADEMIC-CREDIT