Experiential Learning Process:

1. Student logs into HireNKU and clicks the “Report Experiential Learning” link
2. Student selects an Experiential Learning Term and either chooses a position for which they have applied/interviewed or clicks the “Other” tab to manually submit a position.
3. Student completes Experiential Learning form and clicks Save. Once completed, student can find the form under My Account>My Activity.
4. Once submitted, Experiential Learning record will go into linked Administrator’s Experiential Learning Pending bin for review. Primary Exp. Lrn. Manager receives automatic email.
5. Administrator will review the record for the following items:
   a. Make sure record is linked to an Employer and Contact (this step is necessary for the supervisor evaluations to operate properly!). See A.

A:

- Does not have a linked Organization or Contact.
b. Copy the following sections of the Experiential Learning timeline into a word document: Report Experiential Learning Hire, Timeline Information, Work Information for your reference later.

c. If contact or employer is not linked, use “Create Supervisor as Linked Contact” tool (see B), then search for existing record or create new record. You may first have to create a new employer file if the employer is not already in HireNKU, and then create new contact. Then click Experiential Learning Timeline, in cookie crumb trail on top of page.

B.

If Organization and Contact are not linked to record, use this tool to search for an existing record to link to. If the supervisor is new to the system, create a new Organization/Contact record.

If job is not already linked (see red box below), click little box (in blue circle) beside Job Title to create the new job.

On the Employer Contact Information screen, the contact and organization you’ve already linked will populate in the boxes so just click “Search” on the far right. Select [Add Job] under Link to Contact.
Create the new job based on the information you saved in the word document. Complete as much information as you can – this will aid in pulling reports later. You can “Disable Required Fields” if there’s one you cannot complete. Be sure to make the “Status” of the job “ExpLrn-Not Posted” so that other students do not try to apply for the position.

**Advanced tip:** if the job is already posted in HireNKU, but the student failed to link the job when they filled out the intake sheet, follow the steps below to link the job to the experiential record from the back end...

- Go to the Student’s Profile and click View Activity
- Click on the Experiential Learning Records tab
- Check the box next to the semester of the co-op (ex: Summer 2015) and then click Assign
- Search for the job you want to link it to, or just enter the job ID under “Quick Assign to Record” and then click Link
- Close the window and it should link to the job!

e. Next click on student name to link the Faculty Coordinator.

From the student’s profile, click the “chain” image (in blue circle, below) to open a search box. Search for (and select) appropriate faculty name, then click “Close window” and you should see the person’s name listed, as you see below. When finished, click Experiential Learning Timeline in cookie crumb trail to return to student’s form.

f. Select the Evaluation Information tab (see C, below, to locate the tab) and assign proper evaluations for both the student and supervisor. Evaluation dates will automatically populate and should not need to be adjusted, but it’s wise to confirm that they are in line with the Start/End Dates of the experience.
C.

<table>
<thead>
<tr>
<th>Profile View</th>
<th>Report A Experiential Learning Hire</th>
<th>Timeline Information</th>
<th>Work Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experiential Learning Information</td>
<td>Miscellaneous Information</td>
<td>Evaluation Information</td>
<td>Approval Work Flow</td>
</tr>
</tbody>
</table>

- Return to the Profile View and review the record for accuracy and readiness to be approved by supervisor and faculty coordinator.

D.

- Go to the Approval Work Flow tab (see D, below)
- Choose the desired template (typically Standard Approvers) under “Set Defaults” (blue circle, below) and the screen will refresh with approval steps auto-populated. (Note: If a second faculty approver is ever needed, select the “Approval Process: Two Faculty Approvers” template and complete the email address field.)

j. Check the Initiate Work Flow box (next to red arrow, above) and click Save
k. Go to the Timeline Information section of the Co-op record and change the Status of the record to “Pending – Awaiting Approval”
Status Options

- **Pending**: the record begins here and likely hasn’t been touched by an NKU administrator
- **Pending-Awaiting Student**: an administrator has begun working on this record but needed information from the student to continue
- **Pending-Awaiting Approval**: an administrator has initiated the workflow and we are waiting for the employer and faculty approvals to come through (we must manually change this to Active once approvals have come through.)
- **Not Qualified**: the student’s record did not qualify for some reason (didn’t meet academic requirements, position wasn’t approved by faculty, etc.)
- **Active**: the approval process is complete (for CEP 300 students, this also means the student is enrolled in the course, but your system for the 396 classes may differ.)

<table>
<thead>
<tr>
<th>If the Contact or Faculty rejects the record, log into HireNKU...</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Pull up student file</td>
</tr>
<tr>
<td>• Work with student to make corrections</td>
</tr>
<tr>
<td>• Currently, an admin/faculty coordinator needs to input corrections</td>
</tr>
<tr>
<td>• Click Approval Work Flow tab</td>
</tr>
<tr>
<td>• Click “Reset” to start the approval process again, then OK</td>
</tr>
<tr>
<td>• Click “Yes” on message to resend email to Contact or Faculty again.</td>
</tr>
</tbody>
</table>

6. Once all approvers have signed off the record, Primary Experiential Learning Manager will receive an email stating that the approval process is complete, which will be forwarded to the Secondary.
   a. Review “Faculty Notes” field to see if faculty approvers have made any comments
   b. Facilitate student enrollment, if applicable
   c. Go to the Timeline Information section of the Co-op record and change the record to **Active**
   d. If needed, use “Notes” field in Timeline Information to track status of enrollment, approvals, etc.

7. Evaluation notification emails will be sent automatically according to the dates indicated in the record.

Maintenance and Tips:

- Career Services will update the academic terms. The evaluation dates are selected *before* experiential learning records begin for the semester (the term serves as the default so if you make changes after records have been created, it will only change in new records, not existing records).
- If you’re ever worried that an “Approval required” work flow email did not send, check your system email log at Tools>Activity Logs> click on the “Email Log” tab.
- To *resend* an “Approval Required” workflow email, go to the Approval Work Flow tab in your co-op record and click the “Resend E-Mail” link:
• If you ever need to resend an evaluation email, a “Resend” option will appear under your left Page Functions menu (note: this option only appears if you are within the start and end dates of your evaluation. You cannot just email your user their evaluation, the link to the evaluation must come from a system generated email.)

• If you want to link multiple student experiential learning records to one job...
  1. Go to each Student’s profile. Click “View activity” on far left.
  2. Click on Experiential Learning Records tab
  3. Check the box next to the record
  4. Click Assign
  5. Enter the Job ID number and click link
  6. Click Cancel when it asks if you want to copy the Employer information
  7. It will take you to an observation note which is just recording this action for you
  8. If you go back to the Experiential Learning record, it’s linked to the job

• If you need to change the contact or organization linked to a student,
  1. Go to each Student’s profile. Click “View activity” on far left
  2. Click on Experiential Learning Records tab
  3. Check the box next to the record
  4. Click Assign
  5. Click the Contact tab – click the “broken chain” icon to un-link the existing contact.
  6. You can either click the Contact and Employer tabs from the pop-up window or return to the Experiential Learning record and start over with “Create Supervisor as the Linked Contact”