

General EXPL Information

- Two pathways for students to fulfill EXPL
 - o EXPL Designated course
 - Nursing, Social Work, Education, Music Education – all have courses in the major that will fulfill EXPL
 - Study Away
 - Malta, Nottingham, Münster designated EXPL
 - Some shorter study away courses designated EXPL
 - o Experience + Reflection seminar
 - Student finds these opportunities (with the help of the Career Center and you)
 - Internship, Job Shadow, Field Work, Research, Creative Project, Community Engaged Project, Work Study Project
 - Must take Reflection Seminar at the same time as experience.
 - o Online, asynchronous
 - Students must participate in a minimum of 72 hours of work outside the classroom.
 - Resources on the EXPL requirement, finding opportunities, and career readiness can be found on the EXPL & Career Readiness Resource page in Katie



Luther EXPL
Website



EXPL & Career
Readiness Katie
Resource Page

Student / Faculty Process

If a student is using a designated course to fulfill their EXPL requirement, they will proceed with their regular registration process. Those participating in a study away course/program for their EXPL will need to consult with the Center for Global Learning.

If a student is using an experience + reflection seminar to fulfill their EXPL, they should use their academic advisor, the Career Center, and the resources mentioned above to brainstorm and secure an experience. Once the student has secured an experience:

1. **The student has a conversation with their advisor**
 - a. Relaying the details of their experience and discussing appropriate credit hours to register for.
2. **The student submits their experience in Handshake and it is routed for approvals**
3. **Based on the type of experience, either the Registrar registers the student, or the student registers themselves in Norse Hub.**
4. **The student completes the experience and the reflection seminar**
5. **The instructor assigned to the EXPL courses will submit Credit/No Credit grades at the end of the term.**
 - a. No follow up is required by academic advisors.
6. **The student will present a poster on their work at the nearest EXPL or Learning @ Luther event.**

Handshake Process

1. **Student meets with supervisor/mentor and faculty advisor to discuss experience.**
 - o The Handshake Experience Template (on website) can be used as a guide for this discussion to make sure the student has all the relevant information to start the Handshake process.
2. **Student starts handshake process by submitting an experience.**
 - o Student will create a Handshake account and enter the information from the Student Proposal Template
 1. Organization information
 2. Job/Project description, timeline details, other experience details
 3. Requested academic credits (2+)
 4. Basic learning objectives
 1. One for each of the three categories to be developed further during the EXPL 300 Reflection Seminar (from the Career Center's Internship Learning Plan)
 1. Academic Learning and Application - related to the ideas, concepts, or theories of your major or minor field(s) of study and ideas or concepts related to the liberal arts.
 2. Skill Development - skills specific to your academic program or an occupation, and/or general skills such as oral and written communication, critical thinking, organization, problem solving, decision making, leadership, interpersonal relationships, technical, computer, etc.
 3. Personal Development - self-confidence, self-awareness, self-management, sensitivity and appreciation for diversity, clarification of work and personal values, career awareness and professional development, etc.

- o International Student Information - off campus address, cell phone, email, how related to major
 - o Agrees to experience agreement details (liability, conduct, etc.)
- 3. Luther Faculty Academic Advisor confirms the following:**
- o The details of the experience the student entered
 - There should be an offer letter (international students) or some proof of experiences attached to the Handshake proposal.
 - o The requested academic credit matches Luther requirements
 - 36 hours of work per academic credit hour
 - o The basic learning objectives are present
 - Learning objectives will be revised during the EXPL 300 Reflection Seminar
 - o The internship is related to the student's major (international students only)
- 4. Designated School Official (DSO) approval (International students only)**
- o Luther College DSO confirms all information for the students I-20 and CPT is received and accurate
- 5. Student registers for 2+ credits of EXPL 392 plus EXPL 300 in Norsehub**
- o Student will be prompted to register for the appropriate number of credits of EXPL 392
 - o Student will be prompted to register for EXPL 300 Reflection Seminar concurrently
 - o For students doing experiences in Biology, Psychology, Strength & Conditioning, and the D.C. Semester, the templates and registration process will be slightly different.
 - See the EXPL Flow Chart for process (on the EXPL website)