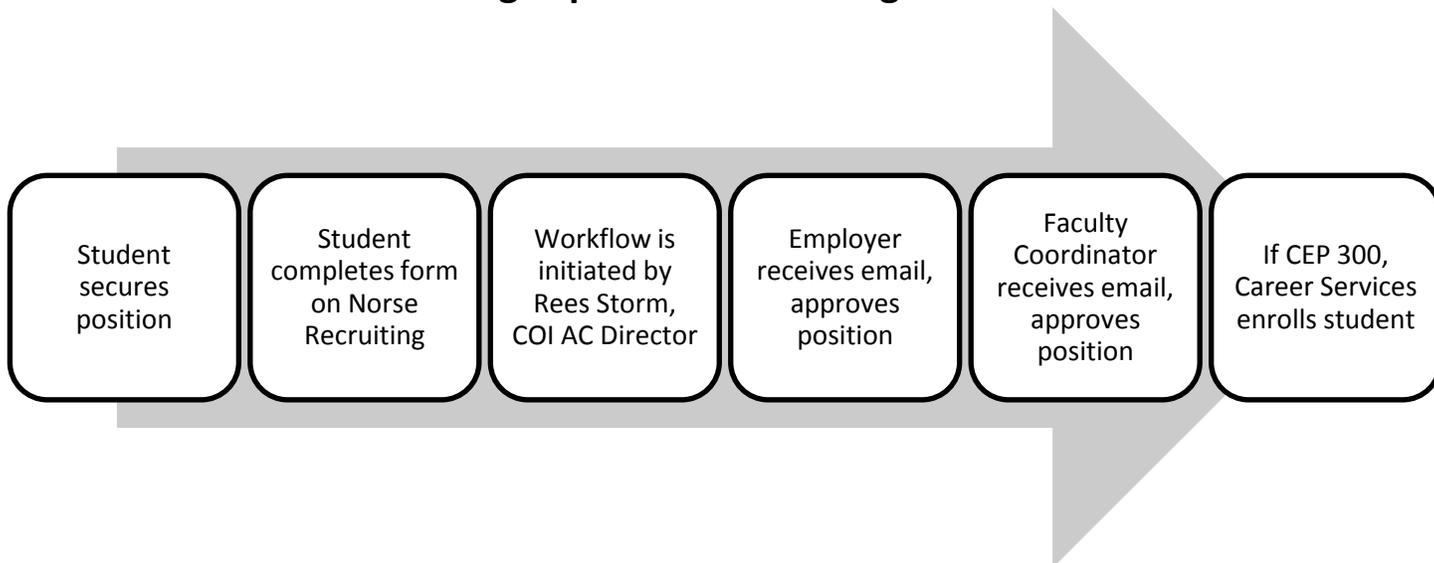


## Nurse Recruiting Experiential Learning Module Overview



### Student Instructions:

1. Log into the Nurse Recruiting website (<https://www.myinterfase.com/nku/student>). If it is your first time logging into the system. Click **Forgot your password?** and enter your NKU email prefix (such as DoeJ2) to send a reset notice to your NKU email account.
2. Once logged in, click **Report Experiential Learning** under **I want to...** on the far left side of the screen.
3. Select the appropriate semester for the internship/co-op by clicking the dropdown.
4. If the job is listed below, click **Select** to continue. If the job is not listed, click on the **Other** tab to enter your job information manually.
5. Enter in the organization name and job title and click **Save**.
6. Completely fill out the application form, making certain to use an official job description and the learning objectives developed with your employer and faculty coordinator.
7. E-sign with initials and click **Save**.

### Important notes for students – BEFORE COMPLETING THE ONLINE FORM:

- Have your supervisor's name, title, address, phone and email available.
- Gather the job description or web-link for the job description.
- Create three student learning objectives (major- or minor-related educational goals) for this position. You will discuss with your supervisor and your faculty coordinator prior to completing the online form. Be prepared to...
  - Describe the educational goal:
  - Describe how you plan to accomplish this goal:
  - Describe how and when the goal will be evaluated:
  - Use the [BIS Learning Goals](#) to create your three student learning objectives.
- Once you begin the Experiential Learning form, you must complete it; the system does not allow you to save for editing at a later time.
- **You are responsible for seeing that all information is filled out correctly so that the approval process is completed in a timely way. It is key to remain in good communication.**

Lastly, once the application has been received a workflow will be initiated. First, the employer will be notified. Once the employer approves the application the faculty coordinator receive an email requesting approval. **BE ON THE LOOKOUT FOR EMAILS REQUESTING MORE OR CLARIFYING INFORMATION.**