



UNIVERSITY OF CENTRAL FLORIDA

**Office of the Vice Provost and Dean**

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## **Students Participating in Co-ops and Internships Frequently Asked Questions**

### **Is the Experiential Learning office open?**

The Experiential Learning office is open during regular hours (8 a.m. to 5 p.m. Monday - Friday) for phone and video chat appointments. Until further notice, we will not accept in-person meetings or walk-ins.

### **What services are Experiential Learning providing remotely?**

We are available for online and video chat advising appointments. We will continue to help you search for internships, review your resume and cover letter and prepare for interviews.

### **How do I schedule an appointment with Experiential Learning?**

Schedule your appointment through Handshake. We'll use Zoom for your video chat meeting. The link to your session will be in the "Comment" section of your Handshake appointment.

You can also contact the Experiential Learning office at 407-823-2667 to schedule an appointment. We'll send your appointment link to your Knights email.

### **How do I schedule an appointment using Handshake?**

Step-by-step instructions are available in Handshake's [student FAQ](#).

### **How can I access my Zoom meeting?**

Visit the [Zoom Help Center](#) for step-by-step instructions on joining meetings.

### **Does UCF's transition to remote advising impact my co-op or internship?**

UCF has moved all classes online through the summer A, C, and D semesters. Co-ops and internships will also transition to remote experiences during this time. Contact your internship supervisor to discuss your options.

### **I'm not able to complete my co-op or internship; what do I do?**

Contact your instructor to discuss your options.

**My employer suspended in-person work; what do I do?**

Contact your internship supervisor to discuss alternative remote work options. If you have questions or concerns, please [contact Experiential Learning](#) or your internship course instructor.

**I am asked to continue my internship on-site, what do I do?** Until in-person instruction resumes at UCF, we have requested all internships and co-ops to be remote working experiences. We have contacted all employers on Handshake and those hosting students enrolled in Experiential Learning internship courses and asked them to assign online projects. If they are unable to do so, contact your instructor to discuss options, such as additional academic assignments, to meet the course's requirements. If your supervisor would like additional information, please ask them to [contact Experiential Learning](#) or your internship course instructor.

**I am enrolled in an internship course for credit; how can I successfully pass the class?**

You are required to complete the internship hours, as stated in your course syllabus. Contact your internship supervisor to discuss alternative remote work options. Contact your internship course instructor if assistance is needed.

**I have completed my required internship hours for the course, do I continue my internship?**

If you have already completed the minimum internship hours required for the course, you have met the course requirements. However, we suggest you contact your internship supervisor to determine if they would like you to continue your internship remotely.

**I not able to do my internship hours remotely; what can I do?**

Contact your course instructor to discuss options that will enable you to complete the class.