

University Recognized Internship *Checklist*

Use this checklist to prepare your internship for validation and recognition through the University Recognized Internship (URI) process.

BEFORE YOU START

- ☐ **Confirm Eligibility:** Ensure your internship is co-curricular (not for academic credit).
- ☐ **Check Timeframe:** Your internship must occur during fall, Spring, or Summer semester while enrolled at UF. Minimum of 6 weeks and 120 hours.
- ☐ **Have a Supervisor:** Identify a workplace site supervisor who can verify your experience and complete a brief evaluation.

PREPARE FOR SUBMISSION

- ☐ **Gather Internship Info:**
 - Company/Organization name
 - Start & end dates
 - Hours per week
 - Compensation
 - Job title/position
 - Job description and duties
- ☐ **Reflect on Career Readiness Skills:** Be prepared to describe in written or video format how this internship supports your growth in the NACE Career Readiness Competencies, such as:
 - Career & Self-Development
 - Communication
 - Critical Thinking
 - Leadership
 - Professionalism
 - Teamwork
 - Technology



- ☐ **Upload an Artifact or Work Sample:** Please show your work to demonstrate your impact during your experience.

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REGISTER IN GATOR CAREER LINK (GCL)

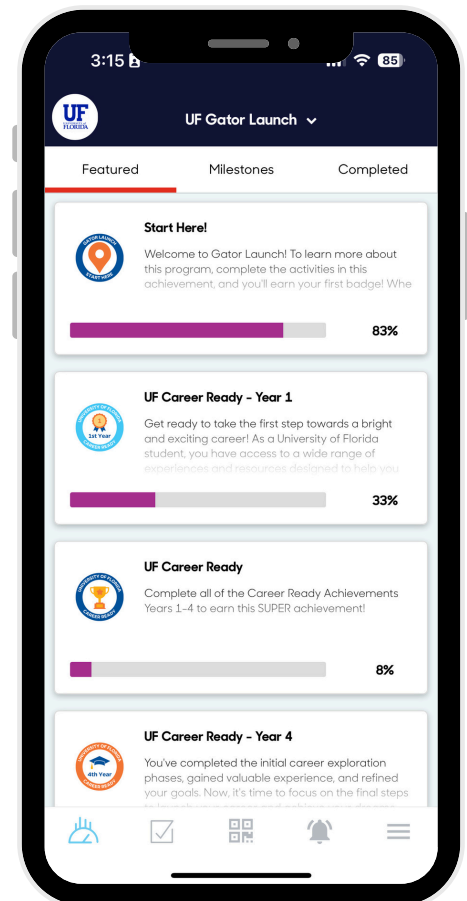
- ❑ **Log into GCL:**
 - Click your initials/profile picture at top right
 - Select "My Experiential Learning" or click the box from the top middle of the page "Experiential Learning"
 - Select "Add New Experience"

SUBMIT IN GATOR LAUNCH

- ❑ **Log into Gator Launch:**
 - Download the Suitable App or access online at <https://app.suitable.co/>
 - Login using your UF email and password to submit your University Recognized Internship experience.
- ❑ **Fill Out the URI Experience Form:** Enter all requested details clearly and completely.
- ❑ **List Your Supervisor's Email:** Your supervisor will receive a short validation form to confirm your internship.

AFTER SUBMISSION

- ❑ **Watch for Email Updates:** You'll receive confirmation once your experience is validated.
- ❑ **Validated Experience - Recognition:** Verified internships may be added to your Gator Experience Record, supporting grad school, scholarships, and job applications.



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Still Have Questions? Email us at uf-uri@ufsa.ufl.edu



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