



INTERNSHIPS & CO-OPS

UNIV 1981: Center for Career Development Documented Internship Experience Enrollment Checklist – Fall 2015

To Enroll in UNIV 1981

For approval to enroll, you must provide the following documentation to the Center for Career Development in person or send it to internships@uconn.edu:

- A copy of the written internship offer from your internship host.
- Confirmation of your internship description, pay rate (if applicable), expected weekly hours, and supervisor's contact information. This information needs to come from your internship host either via forwarded email or hard copy.
- A copy of your unofficial transcript (2.0 GPA required).
- A copy of your most current résumé.
- Written permission to enroll from your department's academic advisor or internship coordinator via email to internships@uconn.edu.

All documentation can be submitted to the Center for Career Development Internship Staff or via email at internships@uconn.edu. Documentation should be submitted by September 9, 2015 as the internship needs to be approved before the add/drop deadline of September 14, 2015. Permission numbers are necessary to enroll and will be distributed once all paperwork listed above has been submitted and the internship is approved.

To Be Approved

- All documentation listed above must be received by the Center for Career Development.
- The internship job description and tasks must reflect a learning opportunity and environment offering educational benefits including networking, mentoring, job shadowing or other opportunities.
- The internship must be secured **and** approved by the Center for Career Development before the add/drop deadline of September 14, 2015.

During the Internship

- You will be asked to complete a learning contract agreement with your supervisor to ensure mutual understanding of tasks, roles, and expectations.
- Internship resources will be available via HuskyCT, including articles, tips, the learning contract, and discussion groups.
- You can contact the Center for Career Development at any point regarding any questions or concerns about your internship placement.

At the Conclusion of the Internship

- Evaluations by you and your supervisor must be submitted.
- A reflection paper about the internship experience must be submitted.
- An updated résumé with your internship position listed will be required.

www.interncoop.uconn.edu

internships@uconn.edu

careercoop@uconn.edu

860.486.3013

 @UConnInternHub

 @UConnCCD

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UConn

CENTER FOR
CAREER DEVELOPMENT

UNIV 1981: Center for Career Development's Documented Internship Experience
University of Connecticut
Fall 2015 Application for Enrollment

Instructor of Record: Beth S. Settje; Graduate Teaching Assistant: Tina Harney
E-Mail: internships@uconn.edu; Phone: (860) 486-3013

Please complete the following application as thoroughly as you are able. Applications are only accepted through September 9, 2015. Students must be enrolled by September 14, 2015. Return your completed application to the Center for Career Development, Wilbur Cross, Room 202; scan and email the application to internships@uconn.edu; or fax the application to (860) 486-6450.

Intern Name: _____ Phone: _____

Intern PeopleSoft ID: _____ Net ID: _____

Intern Email Address: _____

Departmental Internship Coordinator (if applicable) or Academic Advisor:

Name: _____ Phone: _____

Email: _____

Name of Internship Site: _____

Expected Dates of Internship: _____

Internship Site Supervisor Contact (include email address and phone number):

Would you like your Internship Site listed on your transcript in association with this course? _____

Reason for pursuing this course through the Center for Career Development and not through an academic department: _____

Please attach the following documentation to this application:

- Current résumé
- Written Approval from Internship Coordinator or Academic Advisor to Enroll in UNIV 1981 emailed to internships@uconn.edu
- Unofficial transcript
- Internship description from host company

Office Use Only

Date submitted: _____

Student Copy Returned: _____

Advisor Permission Received: _____

Offer Letter Received: _____