

Documented Internship Experience Center for Career Development

Department Website: www.interncoop.uconn.edu

Internship Page: <http://career.uconn.edu/internships-and-coops/get-credit-for-your-internship/>

Course/grading	UNIV 1981; Satisfactory (S)/Unsatisfactory (U)
Course co-requisites/grading	N/A
Number of credits that can be earned:	Zero
Course prerequisites:	N/A
Minimum class standing and GPA:	Any matriculated undergraduate; 2.00/4.00
Academic work requirements:	Students are required to complete a learning contract, reflection paper, evaluations, and two résumés.
Can non-majors receive credit?	Open to all majors.
Additional information:	Students must secure internship and enroll in course prior to the add/drop deadline. Students must work a minimum of 80 hours during the term to earn credit. Internship must be 8 – 10 hours per week for 10 – 12 weeks. May not intern in a position that reports, directly or indirectly, to a family member. Internship may not be virtual or in a home environment. May be repeated once.

Students enrolled in UNIV 1981 have held a wide variety of internships across many industries, fields, and disciplines. Each internship opportunity is reviewed on an individual basis to determine whether or not it is eligible for UNIV 1981. Please email internship@uconn.edu to discuss eligibility requirements and/or to review the eligibility of a prospective internship.

UNIV 1981 Course Application:

The course application found below provides more details about eligibility. Please contact the Internship Team at internships@uconn.edu for further information.

Ways to find an internship:

Internships can be found on *HuskyCareerLink* via www.huskycareerlink.uconn.edu, or through online resources found at www.interncoop.uconn.edu.

For more information about internship policies in this department, please contact:

The Center for Career Development Internship Team
internships@uconn.edu
(860) 486-3013



INTERNSHIPS & CO-OPS

UNIV 1981: Supervised Internship Experience Course Center for Career Development

UNIV 1981 is a transcript notation for students interested in having their internship document on their transcript without earning credit for it.

Basic Information:

- This notation documents a completed internship on the student's official transcript and does not count as academic credit.
- The time requirement includes supervised fieldwork of a minimum of 8-10 hours per week, for 10-12 weeks, for at least 80 hours at the internship site.
- Students must secure an approved internship position prior to the add/drop deadline during the academic term (fall/spring/summer); this notation is not retroactive.
- Students are required to complete expectations documents, reflection paper, evaluation, and two résumés.
- The student's transcript will reflect zero credit with a notation of S or U (Satisfactory/Unsatisfactory). Student may also elect to list their employer's name on their transcript.

Are You Eligible?

Matriculated University of Connecticut undergraduates seeking to document their internship experience without receiving credit are eligible if:

1. Student has a minimum GPA of 2.0/4.0.
2. Students must obtain written permission to enroll in UNIV 1981 from their academic advisor or Department's Internship Coordinator.

Is Your Internship Eligible?

Here are some basic criteria. Submit your internship description to internships@uconn.edu for official approval as soon as possible, but no later than 3 business days prior to the add/drop deadline.


1. Internship descriptions must include language about mentorship, networking, opportunities to shadow outside the internship's specific department, or other purely educational benefits.
2. Internship responsibilities may consist of no more than 25% clerical or similar type work.
3. Internships may not be virtual or in a home environment. You must report to an office or headquarters and have a direct supervisor on-site, every time you work.
4. You may not intern in a position that reports, directly or indirectly, to a family member.
5. May be part time, full time, paid or unpaid. Unpaid positions must follow the Department of Labor standards. For more information, see the UConn Internship & Co-op Guide.


www.interncoop.uconn.edu


internships@uconn.edu

careercoop@uconn.edu

860.486.3013

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CENTER FOR
CAREER DEVELOPMENT



INTERNSHIPS & CO-OPS

UNIV 1981: Center for Career Development Documented Internship Experience

Enrollment Checklist – Student Copy

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 your 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 recent résumé.

All documentation can be submitted to the Center for Career Development Internship Staff via email at internships@uconn.edu. Documentation should be submitted no later than three business days before the add/drop deadline for that semester. Permission numbers are necessary to enroll and will be distributed once all paperwork listed above has been submitted and the internship is approved.

The Center for Career Development's Internship Staff will be in touch with your internship supervisor/host via the contact information provided on your application with any additional questions about the internship.

To Enroll in UNIV 1981:

- 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 approved by the Center for Career Development before the add-drop deadline for that semester.

During the Internship:

- You will be asked to complete internship expectations documents with your supervisor to ensure mutual understanding of tasks, roles, and expectations.
- Internship resources will be available via HuskyCT, including, articles, tips, the expectations documents, 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.


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CENTER FOR
CAREER DEVELOPMENT

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

E-Mail: internships@uconn.edu; Phone: (860) 486-3013

Please complete the following application as thoroughly as you are able. Applications must be received no later than 3 business days before the add/drop deadline.

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.

Circle one: Summer Fall Spring Year: 20__

Intern Name: _____ Phone: _____

Intern PeopleSoft 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 Internship description from host company
 Unofficial transcript

Office Use Only

Date submitted: _____

Student Copy Returned: _____

Advisor Permission Received: _____

Offer Letter Received: _____