Supervised Internship Experience  
Center for Career Development  

Department Website: [www.interncoop.uconn.edu](http://www.interncoop.uconn.edu)  
Internship Page: [http://career.uconn.edu/internships-and-coops/get-credit-for-your-internship/](http://career.uconn.edu/internships-and-coops/get-credit-for-your-internship/)  

<table>
<thead>
<tr>
<th>Course/grading</th>
<th>UNIV 1991; Satisfactory (S)/Unsatisfactory (U)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course co-requisites/grading</td>
<td>N/A</td>
</tr>
<tr>
<td>Number of credits that can be earned:</td>
<td>One</td>
</tr>
<tr>
<td>Course prerequisites:</td>
<td>N/A</td>
</tr>
<tr>
<td>Minimum class standing and GPA:</td>
<td>Any matriculated undergraduate; 2.00/4.00</td>
</tr>
<tr>
<td>Academic work requirements:</td>
<td>Weekly assignments, mid-semester and final evaluations, and a final project.</td>
</tr>
<tr>
<td>Can non-majors receive credit?</td>
<td>Open to all majors.</td>
</tr>
<tr>
<td>Additional information:</td>
<td>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. Course may be repeated once. Does not fill any general education or major requirements.</td>
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</tbody>
</table>

Students seeking to enroll in the Center for Career Development’s Supervised Internship Experience course should first exhaust all options for credit through academic departments. Students who are not eligible for credit through an academic department may then be eligible through the CCD. Each internship opportunity is reviewed on an individual basis to determine whether or not it is eligible for UNIV 1991.

**UNIV 1991 Course Application:**  
The course application found below provides more details about eligibility. Please contact the Internship Team at [internships@uconn.edu](mailto:internships@uconn.edu) for further information.

**Ways to find an internship:**  
Internships can be found on [HuskyCareerLink](http://huskycareerlink.uconn.edu) via [www.huskycareerlink.uconn.edu](http://www.huskycareerlink.uconn.edu), or through online resources found at [www.interncoop.uconn.edu](http://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](mailto:internships@uconn.edu)  
(860) 486-3013
UNIV 1991: Supervised Internship Experience Course
Center for Career Development

Course Details:

- The time requirement includes 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); per University policy, academic credit is not awarded retroactively.
- Completion of the course awards one (1) credit for a grade of S or U (Satisfactory/Unsatisfactory), which counts toward graduation, but does not contribute toward a student’s major, minor, or general education requirements.
- Course requirements include internship expectations documents, weekly assignments, evaluations, and end-of-term projects.

Next Steps:

- Before pursuing credit through the Center for Career Development, we ask that students investigate any opportunities to receive credit through academic departments. For a list of credit-granting departments, visit the academic department listing on www.interncoop.uconn.edu and click on the “Get Credit for Your Internship” tab.
- Contact the Center for Career Development via email (internships@uconn.edu) with your internship post description to determine if your internship is eligible for UNIV 1991.
- Students must submit all required documentation no later than 3 business days before the add/drop deadline.

Are You Eligible?
Matriculated University of Connecticut undergraduates with a minimum cumulative GPA of 2.0 who are seeking internship course credit and cannot secure it through an academic department for any of the following reasons are eligible:

1. Student has not yet declared a major;
2. *Student has a major, but department does not offer an internship course;
3. *Student has a major, department offers an internship course, but there are circumstances preventing the student from earning the course credit.

*For eligibility points 2 or 3, students must get approval from their internship coordinator or academic advisor in their major prior to course enrollment. Center for Career Development staff will reach out to your academic department for approval.

Is Your Internship Eligible?
Submit your job description to the Internship Staff in The Center for Career Development for official approval. All criteria must be met.

1. Internship descriptions must include language about mentorship, networking, opportunities to shadow outside your department, or other purely educational benefits.
2. Internship responsibilities may consist of no more than 25% clerical or similar type work.
3. Internship experience must align with the educational objectives of the course.
4. 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.
5. You may not intern in a position that reports, directly or indirectly, to a family member.
6. 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.
To enroll in UNIV 1991, you must complete each of the following steps. Keep this checklist for your own records.

☐ Complete and submit the Application for Enrollment (attached to this packet) as soon as you determine you wish to earn credit.

☐ Attach a hard copy of the following documents to the Application for Enrollment if submitting in person, through fax machine at (860) 486-6450, or as an attachment to internships@uconn.edu if submitting your application through email:
  - A description of your internship including duties and responsibilities, details of learning experiences provided outside your work duties, pay rate (if applicable), expected weekly hours, and direct supervisor’s contact information.
  - Current Résumé
  - Unofficial Transcript

☐ Attend one (1) course orientation session prior to enrollment. You will learn the dates of these orientation sessions once your internship has been approved.

All documentation should be submitted to the Center for Career Development in person or emailed to internships@uconn.edu, and is to be received no later than 3 business days before the add/drop deadline.

Permission numbers necessary to enroll will be distributed at these sessions, once all paperwork has been submitted and 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.
UNIV 1991: Center for Career Development’s Supervised 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.

<table>
<thead>
<tr>
<th>Circle one:</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
<th>Year: 20__</th>
</tr>
</thead>
</table>

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 academic credit 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

<table>
<thead>
<tr>
<th>Office Use Only</th>
<th>Date submitted: ____________</th>
<th>Student Copy Returned: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor Permission Received: ____________</td>
<td>Offer Letter Received: ____________</td>
<td></td>
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</tbody>
</table>