

## 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/>

Course/grading	UNIV 1991; Satisfactory (S)/Unsatisfactory (U)
Course co-requisites/grading	N/A
Number of credits that can be earned:	One
Course prerequisites:	N/A
Minimum class standing and GPA:	Any matriculated undergraduate; 2.00/4.00
Academic work requirements:	Weekly assignments, mid-semester and final evaluations, and a final project.
Can non-majors receive credit?	Open to all majors.
Additional information:	<p>Students must secure internship and enroll in course prior to the add/drop deadline.</p> <p>Students must work a minimum of 80 hours during the term to earn credit.</p> <p>Internship must be 8 – 10 hours per week for 10 – 12 weeks.</p> <p>May not intern in a position that reports, directly or indirectly, to a family member.</p> <p>Internship may not be virtual or in a home environment.</p> <p>Course may be repeated once.</p> <p>Does not fill any general education or major requirements.</p>

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* 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



INTERNSHIPS & CO-OPS

## 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](http://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](mailto: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](#).


[www.interncoop.uconn.edu](http://www.interncoop.uconn.edu)


[internships@uconn.edu](mailto:internships@uconn.edu)

[careercoop@uconn.edu](mailto:careercoop@uconn.edu)

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CAREER DEVELOPMENT



INTERNSHIPS & CO-OPS

## UNIV 1991: Center for Career Development Supervised Internship Experience Course

### Enrollment Checklist – Student Copy

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](mailto: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](mailto: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.

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