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.

☐ Request written permission to enroll in the course from your Department's Internship Coordinator or your UConn Academic Advisor. If you do not have a designated major, or your department does not have an Internship Coordinator, please work with your academic advisor. Your advisor should notify us of his or her support directly via email to internships@uconn.edu. Ask your advisor to copy you on the email.

☐ 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 your course orientation session, which will be arranged for a time that fits your schedule. 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 host via the contact information provided on your application with any additional questions about the internship.

*Updated April 2015*
UNIV 1991: Center for Career Development’s Supervised Internship Experience
University of Connecticut
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 January 29, 2016. Students must be enrolled by February 1, 2016. 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? ____________

Please attach the following documentation to this application:

☐ Current résumé ☐ Written Approval from Internship Coordinator or Academic Advisor
☐ Unofficial transcript to Enroll in UNIV 1991 emailed to internships@uconn.edu
☐ Internship description from host company

Office Use Only
Date submitted: ______________ Student Copy Returned: ______________
Advisor Permission Received: ______________ Offer Letter Received: ______________