UNIV 1981: Documented Internship Experience
Center for Career Development
Beth Settje, Instructor of Record

UNIV 1981 is a transcript notation for students interested in having their internship documented 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 8-12 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 a learning contract, 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.

Does Your Internship Qualify?
Here are some basic criteria. Submit your internship description to internships@uconn.edu for official approval as soon as possible, but no later than one week 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.

Updated March 2016
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 May 31, 2016 as the internship needs to be approved before the add/drop deadline of June 3, 2016. 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 June 3, 2016.

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.
Please complete the following application as thoroughly as you are able. Applications are only accepted through May 31, 2016. Students must be enrolled by June 3, 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? _________

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
□ Unofficial transcript

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