UNIV 1991: Supervised Internship Experience Course
Center for Career Development
Beth Settje, Instructor of Record
Term: Summer Session III **

**Course dates adjusted specifically for UNIV 1991 based on the nature of internships.

Course Details:
- The internship must last at least 8 weeks in length and for a minimum of 80 hours total.
- The internship must take place between May 31 - August 19, 2016.**
- 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.
- Cost: Approximately $530, applied to course credit and one-time summer enrollment & technology fees, and book.
- Course requirements include a learning contract, 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 “Earn 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 should plan on registering for the course prior to the end of finals, though enrollment may continue through June 3, 2016.

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.

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.
UNIV 1991: Center for Career Development
Supervised Internship Experience Course
Instructor of Record: Beth Settje

Enrollment Checklist – Student Copy
Summer 2016

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 their 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.
  - Unofficial Transcript
  - Current Résumé

☐ 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 March 2016
University of Connecticut Registrar and Bursar’s Office
Summer Session Information for UNIV 1991
Summer Session III 2016 *
May 31 – August 19, 2016

Course Costs
- Course fees for undergraduate courses are $439.00 per credit.
- A onetime summer enrollment fee of $45.00 is non-refundable.
- A onetime $30.00 technology fee
- A $16.00 student activity fee per session
- TOTAL FEE: $502.00

- Students are also required to purchase a copy of InternQube: Professional Skills for the Workplace by Michael True.
  o Print copy: $12.95
  o Shipping and Handling: $4.00
  o Kindle version: $7.99

Schedule and Payment Dates
- Payment Due – May 16, 2016.
- Students who register between May 17 – June 3, 2016 will have three days to submit their payment from the date they register before a $50 late fee is charged.

Last day of add/drop
- June 3, 2016 (for late enrollees into UNIV 1991, Summer Session III)

Refund Dates and Information
- Last day to drop with 100% refund - June 3, 2016

NOTE: Summer Session courses are paid on a per-credit basis for both in-state and out-of-state UConn students.

Registration Information
- Student must register for UNIV 1991 prior to beginning their summer internship.

Questions?
- For registration process information, contact the Summer Session Staff: (860) 486-0465, or summersession@uconn.edu
- For financial questions, contact the Bursar’s office: (860) 486-4830

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Updated March 2016
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: ____________________________

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  □ Written Approval from Internship Coordinator or Academic Advisor to Enroll in UNIV 1991 emailed to internships@uconn.edu

□ Unofficial transcript

Office Use Only

Date submitted: ____________ Student Copy Returned: ____________

Advisor Permission Received: ____________ Offer Letter Received: ____________