



**Halina Hollyway, Director, Career Center and Interdisciplinary Internship Program**

**UConn-Stamford receives internship listings from approximately 750 different internship sites. Our Career/Internship Fairs are held in Spring and Fall. Please check our website for more details: [careercenter.stamford.uconn.edu/](http://careercenter.stamford.uconn.edu/)**

**UNIV 3991 - Interdisciplinary Internship Field Experience, Stamford Campus Guidelines**

A credit internship is a substantive learning experience where the student is supervised by a mentor and contributes meaningfully to the work of the organization. We do not place students in positions located in private residences, including in-home offices. Jobs do not qualify for internship credit.

In order to participate in an approved credit internship, the student must be matriculated (degree) and have junior or senior status. The student must attend an advising session with the Coordinator to review the internship guidelines prior to beginning the internship. We do not grant retroactive credit for internships. The internship agreement must be signed by: the site supervisor, the internship faculty advisor, the student, and by the Internship Coordinator. The student must arrange to have a faculty member set down parameters for a paper, which will receive a Satisfactory/Unsatisfactory grade. In addition, a log should be kept on the internship experience. The Coordinator, upon receiving all signed materials, grants approval for the internship. The student then registers and pays for the course.

The intern gives the approved internship site 42 hours of service for each credit earned. Students may earn 1-6 credits per semester. The total number of credits that may be earned with a change of content is twelve. Most students prefer to do a 3 credit internship because they are also taking other classes during the semester. Typically students work about 10 hours per week if they are completing a 3 credit internship (126 hours).

If the student is considering an internship that has not yet been approved by the Career Center, he or she must have the proposed site supply a written internship description outlining the duties that he or she will be performing along with the site supervisor's contact information. The Coordinator will then contact the site supervisor to discuss the internship to see whether it can be approved. A 3 credit internship should equate to the amount of work a student would do in a 3 credit on-campus course.

Toward the end of the internship, the Coordinator e-mails an evaluation form for the site supervisor to fill out and return to the University. Once the evaluation is received, the Coordinator shares it with the Faculty Internship Advisor. 75% of the Satisfactory/Unsatisfactory grade is based on the evaluation. 25% of the Satisfactory/Unsatisfactory grade is based on the paper submitted to the Faculty Internship Advisor. The student earns a S/U grade for the internship. The Coordinator submits internship grades to the Registrar once the intern has completed his or her hours, the paper submitted to the faculty advisor is graded, and the evaluation is received from the site.

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