

GUIDELINES

ENRICHMENT EXPERIENCES: Internships

Internships are a great opportunity for you to gain valuable experience related to your major or career interest and to help you begin networking in the professional arena. Internships may be completed for credit, but need not be. We strongly encourage you to include an internship *for credit* in your plan of study. When completing an internship for credit, you will need to identify a faculty supervisor and enroll in an internship course in the faculty supervisor's department. Your faculty supervisor will typically expect you to do relevant reading and writing, allowing you to reflect on your internship experiences and make connections between your internship and your academic work.

1. Finding an internship

If you know you want to do an internship, but are not sure where to start, visit Career Services, located in CUE 217 and on the web at www.career.uconn.edu. On the Career Services website you will find a section focused exclusively on internships: www.internships.uconn.edu. This section includes an extensive listing of recurring internships and one-time opportunities. It can be searched by state, key words, major, and skills sought. Career Services' *Internship Guidebook* offers detailed, step-by-step advice on finding an internship. You can get this guidebook at the Career Services office, or online at www.career.uconn.edu. You can also schedule an appointment with a career consultant who will be able to address your specific needs as an IMJR, and send you in the right direction.

If you already have a specific internship in mind, you will need to begin by contacting the site to see if a placement will be feasible. The *Internship Guidebook* can also assist you in how to properly contact an internship site.

2. Identifying a faculty supervisor

If you wish to complete an internship for credit, you will need to contact a faculty member to supervise your internship. This supervisor needs to be a UConn faculty or staff member approved by the dean of the school or college of the department offering the internship. Your faculty supervisor will be responsible for assigning your grade. The following are various departments that offer courses that you may use for an internship and faculty/staff contacts for those courses. Keep in mind that this is not an exhaustive list. There may be other courses within the university that offer internship opportunities. *Please note that all the departments listed below require students to have taken one or more 1000-level and/or one or more 2000-level or higher courses in the department before enrolling in their internship course.* Please consult the catalog for details regarding prerequisites.

COMM 4991 – Fall 09 Melissa Tafoya
(6-3687) Spring 10-TBA

HDFS 3080 – Kate Brown (6-8740)

JOUR 4091 – Maureen Croteau (6-4221)

POLS 3991 – Justine Hill (6-2440)

PSYC 3880 – Linda Ferrell (6-4301)

ENGL 3091 – Ruth Fairbanks (6-9017)

SOCI 3990 – Kathy Covey (6-4423)

WS 3891 – Marita McComiskey (6-1133)

To receive credit for an internship, you must register prior to undertaking the work. Normally, registration for an internship involves getting a permission number from your faculty supervisor.

AGAIN, this needs to be done in advance of starting the internship! You CANNOT receive retroactive credit for internship work you have already completed!

3. Creating a learning contract

You will also need to create and implement a learning contract. This is a document created between the student, internship site supervisor, and faculty supervisor to assist you in identifying skills, knowledge,

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and experiences you hope to gain while on internship. This contract will need to be signed by you, your faculty supervisor, and your internship site supervisor. See the *Internship Guidebook* from Career Services for more information on preparing this document.

What should I be aware of?

- *Give yourself lots of time.* You should begin this process nine months to a year in advance. Many companies and organizations look for interns in the fall for the following summer or fall semester. Career Services has a month-by-month timeline you can use that will help you plan for your internship.
- If you complete your internship during fall or spring semester, your regular tuition will cover the cost of internship credits. If you plan to complete your internship during the summer, be aware that you will be charged additional fees based on the number of credits to be completed.
- Students on academic probation will not be allowed to register for more than six credits of internship course work. This is in accordance with the CLAS policy on internships which the IMJR Committee has adopted for all individualized majors. For more information on this policy see: <http://www.clasccc.uconn.edu/appoint.html>.
- A student may count no more than a specified number of internship credits towards an individualized major bachelor's degree: 12 credits for CLAS degrees and 6 credits for CANR. It is typical for individualized majors to include 3 credits in their plans of study.
- Each credit for internship work must entail at least 42 hours of work and the required number of work hours must be clearly stated in your internship contract.
- The IMJR Program does not forbid monetary payment for internship work, provided that such payment is incidental to the experiential learning to be gained from the work. However, individual departments may choose to forbid monetary payment for internships under the supervision of their faculty.
- Some internships allow students to participate in organizations and advocacy groups that perform or disseminate research, or engage in legislative lobbying, in order to affect the content of legislation or budgetary decisions. The program recommends that internship supervisors not assign student interns to activities supportive of legislation or budget decisions directly affecting the University of Connecticut. It is especially in the best interests of the university that none of its interns be engaged in face-to-face legislative lobbying for the university.
- The type of grading (S/U or Letter Grades) for an internship depends in part on the department that is supervising your internship. Your faculty advisor will be able to let you know what type of grading applies to your internship.

An internship is an invaluable experience. It offers you insight into a particular career path. It gives you practical work experience. It provides an opportunity to network with other people who share your interests. The knowledge, skills, and connections that you acquire through an internship will be a key asset as you seek employment or apply to graduate or professional schools.