

**UNIV 1981: Center for Career Development**  
**University of Connecticut**  
**Documented Internship Experience**  
**Fall 2021**

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This course is intended for students seeking an affiliation with the university when on a non-academic internship (not earning credit through an academic department). Students who successfully complete the requirements for this course will receive a grade of (S) Satisfactory on their transcript.

**INTERNSHIP EXPECTATIONS:**

- Internships occur in an 8-12 week period.
- Hours and weeks on site to be determined on a case-by-case basis, minimum 42 hours.

**COURSE LEARNING OUTCOMES:**

- Students will be able to demonstrate how the internship impacted major and/or career goals.
- Students will be able to incorporate internship into a résumé.

**ASSIGNMENT SCHEDULE:**

First Week:	Internship Expectations Documents DUE
Mid-Point:	Mid Internship Review DUE
Final Week:	Final Evaluations DUE
Wrap-Up:	Final Reflection Paper and Updated Résumé DUE one week after completion of internship <u>or</u> December 10, 2021 (whichever comes first)

**GRADING:**

Assignments are graded on completion only; this means you earn full credit or a zero. Missing or incomplete documents are awarded a zero; students have one extra week to resubmit paperwork to earn full credit.

**COURSE ASSIGNMENT EXPLANATIONS:**

**Internship Expectations Documents:** This packet has five components: Course Contact Sheet, Intern/Employer Conversation Checklist, Employer Expectations, Student Learning Agreement, and Employer Confirmation. **All five pages are to signed and completed by both the student and the employer in the first week.**

**Mid Internship Review:** Meet with your supervisor halfway through the internship to discuss the goals and expectations established in the Learning Agreement, and complete the Mid Internship Review paperwork. If any adjustments need to be made, this is the time to discuss them. **Submit the completed and signed Mid Internship Review to HuskyCT.**

**Final Evaluation:** Using the Learning Agreement as a guide, you will evaluate the internship site using Final Evaluation provided in HuskyCT; your supervisor will also complete a student performance evaluation that you give them (also in HuskyCT). Either party may choose to add areas of evaluation to either form. **Evaluations must be completed by the end of the last week and submitted to the course instructor via HuskyCT.**

### **Final Reflection Paper and Résumé:**

This assignment gives you the opportunity to reflect on your experiences in your internship. You will write a 2-3 page paper addressing what you learned, skills you have gained, how it will impact you in the future, and what you want to incorporate in other internship roles. A guide to paper specifics is in HuskyCT.

Include a résumé that incorporates the internship experience and meet with the Center for Career Development to go over your résumé.

**This paper is due no later than December 10<sup>th</sup> or the within one week of the final day of the experience, whichever is sooner.**

### **ASSIGNMENT GUIDELINES:**

- Submit all assignments (expectations document, reflection paper, evaluations, and résumé) through HuskyCT.
- The internship agreement and syllabus will be on HuskyCT.

### **COURSE GRADING AND EVALUATION:**

You will be assigned a final grade of S (satisfactory) or U (unsatisfactory). Students are to complete all assignments on time, work to the expectations established by the internship supervisor, and receive a positive evaluation from the internship site to receive an S. Students will earn a “U” by failing to submit assignments, failing to attend the internship site, missing work responsibilities, and/or not meeting expectations outlined in the learning agreement.

### **ACADEMIC INTEGRITY:**

Academic Misconduct in any form is in violation of the University of Connecticut Student Code. This includes, but is not limited to: copying or sharing answers on assignments, plagiarism, and having someone else do your academic work. Depending on the act, a student could receive an F grade on the assignment, F grade for the course, and could be suspended or expelled from the University. Please see the Student Code at [http://www.community.uconn.edu/student\\_code.html](http://www.community.uconn.edu/student_code.html) for more details and a full explanation of the Academic Misconduct policies and process.

### **REASONABLE ACCOMMODATIONS:**

The University of Connecticut is committed to protecting the rights of individuals with disabilities. Qualified individuals who require reasonable accommodations are invited to make their needs and preferences known as soon as possible. Please contact the Center for Students with Disabilities if you feel you may be qualified.

### **RELIGIOUS HOLIDAYS:**

**Sec. 10a-50. (Formerly Sec. 10-334g). Absence of students due to religious beliefs.** No person shall be expelled from or refused admission as a student to an institution of higher education for the reason that he is unable, because the tenets of his religion forbid secular activity on a particular day or days or at a particular time of day, to attend classes or to participate in any examination, study or work requirements on such particular day or days or at such time of day. Any student in an institution of higher education who is unable, because of such reason, to attend classes on a particular day or days or at a particular time of day shall be excused from any examination or any study or work assignments on such particular day or days or at such particular time of day. It shall be the responsibility of the faculty and of the administrative officials of each institution of higher education to make available to each student who is absent from school because of such reason an equivalent opportunity to make up any examination, study or work requirements which he has missed because of such absence on any particular day or days or at any particular time of day. No special fees of any kind shall be charged to the student for making available to such student such equivalent opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section. For the purposes of this section, "institution of higher education" shall mean any of the schools comprising the state system of higher education, as defined in section 10a-1. (P.A. 75-367, S. 1.)

According to UConn University Senate guidelines, “Students anticipating such a conflict should inform their instructor in writing within the first three weeks of the semester, and prior to the anticipated absence, and should take the initiative to work out with the instructor a schedule for making up missed work.” For conflicts with final examinations, students should, as usual, contact the Dean of Students Office.

**LAND ACKNOWLEDGMENT:**

We would like to begin by acknowledging that the land on which we gather is the territory of the Mohegan, Mashantucket Pequot, Eastern Pequot, Schaghticoke, Golden Hill Paugussett, Nipmuc, and Lenape Peoples, who have stewarded this land throughout the generations. We thank them for their strength and resilience in protecting this land, and aspire to uphold our responsibilities according to their example.

**For a full description of UConn academic policies, refer to the following website:**

<http://provost.uconn.edu/syllabi-references/>.