



Career Center
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The University of Connecticut at Stamford receives internship listings from approximately 600 different internship sites. Our Career/Internship Fairs are held in April and November. Please check our website for more details. Go to www.stamford.uconn.edu and click on "Student Resources" and then on "Career Services."

Credit Internship Guidelines INTD 299/GS 296

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 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 and have junior status. The student must attend a counseling 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 faculty internship 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 letter 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, INTD 299 or GS 296 (for Bachelor of General Studies students.)

The intern gives the approved internship site 38 hours of service for each credit earned. Students can earn 1-6 credits. The total number of credits that can be earned is six. (Bachelor of General Studies students can earn up to nine credits total.) 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 a week if they are doing a 3 credit internship (114 hours) or about 20 hours a week for a 6 credit internship (228 hours.)

If the student is considering an internship that has not yet been approved by the Career Center, he or she must 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.

The Coordinator contacts the internship site during the middle of the semester to get a progress report on the intern's performance. Toward the end of the internship, the Coordinator e-mails or faxes over 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 grade is based on the evaluation. 25% of the grade is based on the paper submitted to the Faculty Internship Advisor. The student earns a letter 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.