



# University of Connecticut

## Bachelor of General Studies/Professional Studies

### Student Internship Guidelines (GS 3081)

A credit internship is a substantive learning experience associated with a student's academic plan. The student has both a site supervisor and a faculty supervisor. The experience is academically related and allows the student to participate in professional level job tasks as well as contribute meaningfully to the mission of the organization. Internships must be located in approved work settings.

One to six (1-6) credits may be earned. No more than six (6) credits of internship may be attempted in a single semester and no more than nine (9) credits total can be applied toward the BGS/BPS degree. Internships require 42 hours of participation for every one credit awarded. Ten (10) hours per week in the field for a 14 week semester is necessary for three (3) credits.

#### **Instructions**

1. Meet with your advisor to explore your interests and type of internship.
2. Prepare your resume.
3. Contact potential internship sites/arrange interviews. Note: If you find an internship independently, it must be approved by the Director of Degree Completion Programs (see your advisor for parameters).
4. Obtain a faculty supervisor. The faculty supervisor will be a full or part-time UConn faculty member with expertise in the proposed field of study. The faculty supervisor will oversee the academic portion of your experience and assign a grade.
5. Complete the Internship Application form including all signatures, job description, and learning objectives. Return to your advisor at least six (6) weeks prior to the start of the semester.
6. Register for GS 3081 once all signatures have been obtained.
7. If you are a student on an F-1 visa IMPORTANT additional forms must be completed before you can begin an internship. You must fill out CPT forms and confer with the International Student Advisor.

#### **Assignments**

1. Academic paper (outlined by the faculty supervisor)
2. Additional readings may be required. If required, attach a book list.
3. Journal listing hours worked, tasks performed, and details of your experience

#### **How to Write Learning Objectives**

Learning objectives provide specific accounts of what you intend to learn from, and goals you wish to accomplish during your internship. Establishing learning objectives will help you to get the most out of your internship experience. It is your responsibility to create at least three, but no more than five learning objectives. To start, ask yourself the following questions: What skills do I want to learn? What will I do to grow as a person? What will I do to advance my professional growth?

#### **Sample Learning Objectives**

1. To learn the format, structure, and technique of group therapy. (skill)
2. To become familiar and comfortable with facilitating recovery groups. (personal growth)
3. Explore the operations of the court system for possible career in the legal field. (professional growth)

For more information on writing learning objectives, refer to:

<http://career.uconn.edu/docs/pdf/Students/Learning%20Contract.pdf>



**University of Connecticut**  
**Bachelor of General Studies/Professional Studies**  
**Faculty Internship Guidelines (GS 3081)**

Internships for Bachelor of General Studies/Professional Studies students are coordinated by the Center for Continuing Studies office. It is the student's responsibility to obtain a faculty supervisor. Internship opportunities are offered during Fall, Spring and Summer sessions.

We greatly appreciate your willingness to participate as a faculty supervisor. The Center for Continuing Studies may compensate full time faculty for Summer session assignments only. There is no additional compensation for the Fall/Spring terms.

***Faculty is asked to:***

1. Review/sign the Internship Application form and return it to the student.
2. Determine the academic paper topic/parameters (to be completed with student).
3. Determine the number/method of meetings with the student (i.e., in person/e-mail/phone meetings). A minimum of three (3) meetings is suggested.
4. Review the student journal.
5. Submit a grade based on the academic paper and written evaluation from the site supervisor.
  - a. A general guideline for determining a grade is 75% experience and 25% academic paper.
  - b. An evaluation sent to the site supervisor by the CCS Office will be forwarded to you before grades are due.

***Students are required to:***

1. Complete the internship hours, description/responsibilities, and meet the learning objectives outlined in the Internship Application form (your approval is required).
2. Keep a journal of their experience.
3. Complete an academic paper.

**Note: A student cannot participate in the internship program until all signatures have been obtained.**

If you have any questions, please contact the Bachelor of General Studies program.

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