

UNIVERSITY OF CONNECTICUT
BGS Student Internship Guidelines (GS 3081)

A credit internship is a substantive learning experience associated with a student's academic plan. The student has both an onsite 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.

In order to participate in an internship a student should follow these guidelines:

1. Meet with your advisor to explore your interests and type of internship.
2. Contact possible internship sites/arrange interviews/prepare resume.
3. If you find an internship independently, it must be approved by the BGS Director (see your advisor for additional parameters for approvals).
4. Obtain a faculty supervisor who will oversee the academic portion of the experience and assign a grade.
 - a. The grade includes an evaluation from the site supervisor, a paper as outlined by the faculty supervisor and a daily log of the experience.
 - b. All hours/papers/logs must be completed by the last week of the semester for grades to be posted by the end of finals week.
5. Complete the internship agreement form including signatures of faculty supervisor/site supervisor/academic advisor to be sent to BGS Director for approval.
6. An internship requires 42 hours of participation per credit earned. Students can earn between 1-9 credits depending upon the experience. A 3 credit internship (most typical) is about 10 hours a week per semester.
7. Internships may be paid or unpaid.

Important Note: 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.