UNIV099: Internship Seminar

UNIV-00 is a zero (0) credit internship seminar that is designed to complement a supervised internship experience. The Internship Seminar offers important benefits, including the ability to combine academic and “real world” work experiences, the opportunity to learn more about a specific professional field, to develop professional work skills, and to enhance marketability to future employers. For the purposes of this course, the University Career Center & The President's Promise defines an internship as a monitored work experience that has intentional learning outcomes and goals for students in their intended career field. This includes:

1. The student is learning from a professional in their intended career field.
2. The employer provides educationally enriching projects with learning objectives, mentoring, evaluation, quality training and supervisor.
3. The majority of job assignments should relate to the student's major or career interests with minimal assignments involving clerical work.

- Undergraduate and graduate students of all majors are eligible to enroll once they have received an internship offer (Engineering students should register for ENCO099 through the Engineering Career Center).
- This course requires students to meet a minimum GPA requirement: graduate students must meet a minimum of 3.0 and undergraduates must meet a minimum of 2.0 to register. Students may not apply until they have completed at least one full semester at the University of Maryland in order to prove they meet the minimum GPA requirements.
- UNIV099 is offered Fall, Winter, Spring, and Summer semesters.
- Students can repeat UNIV099 (unless the student receives an F for not completing the course requirements in any given semester).
- UNIV099 does not require students to attend any lectures, seminars, or classes.

For More Information:
Contact the course instructor at UNIV099@umd.edu or call the University Career Center at 301.405.0275.

For more information about course requirements click ______

For more information about applying for the course click _____
How to Register (detailed screen shots can be found below)

1. **Visit** [www.careers.umd.edu](http://www.careers.umd.edu) and click on the “Careers4Terps” link. Log in using your UID. If you have not used “Careers4Terps” before or have not signed in this semester, you will be asked to update your information before you can access the application.

2. Once you have signed in, **click “UNIV099 Application”** under the Profile tab on the top of the homepage.

3. **Start** a new application by clicking “Add New”.

4. **Fill out** the “Student Information Form”, “Internship Information”, and “Learning Contract”. This is all located in the first tab. You **MUST print** this form, have the **Supervisor from your host organization sign it**, and **return it** back to the University Career Center BEFORE you start your internship.

5. **Submit** the SIGNED form, along with an official offer letter and job description from your host organization to the University Career Center by email ([univ099@umd.edu](mailto:univ099@umd.edu)), dropping them off at the University Career Center (3100 Hornbake Library, South Wing), OR faxing them to 301-314-9114 – Attn: UNIV099.
   - The offer letter has to include:
     - Company/Organization letterhead
     - Statement that specifies that this experience is an internship and how it connects to your academic coursework
     - Internship start date and end date. If you are an international student, these dates need to fall within the **beginning and end of the term** for which you are applying.
     - Exact number of hours per week
     - Physical address of the workplace (only having the address listed in the letterhead DOES NOT meet this requirement)
     - Name of your internship supervisor
     - Internship Position description

6. **Check your email.** A University Career Center staff member will review your paperwork and will email you (PLEASE ALLOW UP TO 5 BUSINESS DAYS) regarding course registration.

7. **Register** for UNIV099 on Testudo after you have received an email from the University Career Center saying that you have permission to register.

8. **Make the payment online** at [http://bursar.umd.edu/index.php](http://bursar.umd.edu/index.php) and click on "Pay Online Here". The fee for the Spring/Fall is $60 and for the Summer/Winter is $30.

9. **International Students** - After receiving registration authorization, take copies of the following documents to your International Student and Scholar Services Advisor (ISSS):
   - Offer letter
   - Learning Contract
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**Course Requirements:**

There is not a deadline to register for UNIV099. However, if you try to register for UNIV099 after the drop/add period, you will receive a message that says “the schedule adjustment period” has passed. You will then need to contact your academic advisor to complete your registration. Visit the [academic deadlines calendar](#) to see the drop/add deadline.

<table>
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<tr>
<th>Requirement</th>
<th>Documentation &amp; What You Need to Do</th>
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<tr>
<td>MINIMUM of 75 hours</td>
<td>Complete <strong>MINIMUM of 75 hours</strong> at your internship site by the end of the semester. You will submit a timesheet <strong>signed by you AND your supervisor</strong> at work, detailing the number of hours worked each week. The total number has to add up to <strong>75 hours or more</strong>.</td>
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**Assignments**

**Self-evaluation**

Submit a **Self-evaluation**, describing what you accomplished during the internship and how it helped you (or did not help) clarify or reach your career goals. This assignment will be completed in ELMS.

**Reflection Assignment**

Submit a **reflection assignment**, summarizing what you have learned and making a connection to your classroom learning. This assignment will be completed in ELMS.

**Timesheet**

Submit a **timesheet** detailing the hours you interned each week, signed by you and your supervisor. Download the timesheet template in ELMS and then upload the completed and signed document in ELMS.

**Employer Evaluation**

Your employer must submit an **evaluation** form for you a few weeks before the semester ends. Employers will receive an **email with a link** to your evaluation form **directly from the University Career Center**.

**You can:** update your supervisor’s email address in Careers4Terps; tell them to expect it; ask if they have received it; politely remind them to fill it out a few weeks after they receive it.

**Course Evaluation**

Submit an **evaluation for this course**

Fill out evaluation form online in ELMS.

**“Course Evaluation” You can and should:** be honest in your evaluation – your grade in this course has **nothing** to do with how you evaluate this course.

**Grading**

The course instructor will correspond with students to provide directions for how to submit the final Course Packet. Grades will be assigned on a Satisfactory/Failure (S/F) basis. **Incomplete grades will automatically turn into Failures after 6 months.**
Add a new application for UNIV 099 by clicking add new at the bottom of the page.

UNIV099 - INTERNSHIP SEMINAR

Work Term:

STUDENT INFORMATION FORM

University ID#:

Student Name:

Preferred Email Address:

Phone Number:

Current Mailing Address:

Gender:

Citizenship Status:

Class Standing:

Major:

INTERNSHIP INFORMATION

Employer:

New Employer:

Select Internship Position (If found through Careers4Terps):

If you found your internship outside of Careers4Terps, please enter the name/title here:

Internship Site Address:

Supervisor Name:

Supervisor Title:

Supervisor Email:

Supervisor's Phone:

Start Date: -
End Date: ____________________________

Compensation Type: ____________________

Did you receive other benefits (parking, housing, etc.)?: ____________________

**LEARNING CONTRACT**

Total # Weeks: __________________________

Hours Per Week: __________________________

Total Hours at Site: __________________________

List your specific job responsibilities: ____________________

What do you expect to learn from the internship?: ____________________

How does this apply to your career goals?: ____________________

Student Learning Contract Signature: ____________________

REMEMBER - YOU MUST PRINT THIS PAGE, HAVE YOUR SUPERVISOR SIGN YOUR LEARNING CONTRACT, AND SUBMIT PRIOR TO INTERNSHIP START DATE.

When completed and printed, please have your supervisor sign here: ____________________

NACElink Network is a collaboration between NACE, Symplicity, DirectEmployers and your college/university.

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