UNIV099: Internship Seminar
Supervisor Information and Requirements

UNIV099 is a zero (0) credit internship seminar at University of Maryland that is designed to complement a supervised internship experience. Students who successfully complete UNIV099 receive a transcript notation.

An internship is a monitored work experience that has intentional learning outcomes and goals for students.

- Internships consist of educationally enriching projects with outlined responsibilities, mentoring, evaluation, quality training and supervision.
- The student is learning from a professional in their intended career field.
- The employer provides educationally enriching projects with learning objectives, mentoring, evaluation, quality training and supervision.
- The majority of job assignments should relate to the student’s major or career interests with minimal assignments involving clerical work

Responsibilities of the Host Supervisor/Organization:

- Provide UNIV099 student with an internship offer letter on company letterhead that includes the following:
  - statement that this experience is an internship
  - internship position description
  - supervisor’s name
  - start/end dates of internship
  - hours per week
  - physical address of where the student will be located
- Discuss learning outcomes with student and sign the agreed upon Learning Contract for student to submit
- Provide student with consistent project/role support during internship
- Complete evaluation of student (emailed by UNIV099 instructor via univ099@umd.edu)
- Sign student’s completed timesheet

Responsibilities of the UNIV099 Student/Intern:

- Request permission to register for UNIV099 by emailing univ099@umd.edu with the required documentation, including the following:
  - offer letter from organization
  - signed learning contract available in Careers4Terps
- Complete at least 75 hours at the internship
- Complete self reflection, course reflection, course evaluation, and timesheet at the end of the internship

Email univ099@umd.edu with any questions regarding UNIV099