

## **Undergraduate Internship & Cooperative Educational Experience (Co-op) Guidelines**

The following Guidelines apply to all Digital Media & Design undergraduate students, including Bachelor of Fine Arts and Bachelor of Arts degree candidates.

### **QUALIFYING INTERNSHIPS/CO-OPS:**

UConn DMD supports students pursuing paid internships or co-ops\*, which place an appropriate value on a student's time and skills. Students may only earn credit for paid internships with for-profit organizations, or for unpaid internships with approved, external nonprofit organizations\*\*. Students may earn credit for approved Co-ops through UConn's Center for Career Development or with special departmental approval.

*\*Co-op is defined as a full-time, paid position that lasts approximately 4-8 months over the course of a semester during which students do not typically take classes. Students may only receive DMD credit for Co-ops if they are not already receiving University credit through another department or program.*

*\*\*External nonprofits refers to non-UConn entities*

### **CREDITS:**

#### **Credit Maximum**

UConn Digital Media & Design (DMD) students may earn a maximum of 6 credits of internship/co-op work per semester, with a maximum of 15 total internship /co-op credits towards their Bachelors degree.

#### **DMD Credit**

With advisor consent, DMD students may use a maximum of 6 credits of approved internships/co-ops towards their Digital Media & Design degree concentration electives (the additional 9 potential credits may satisfy University requirements or electives).

#### **Credit Hours**

1 credit = 42 hours of internship/co-op work

2 credits = 84 hours

3 credits = 126 hours

4 credits = 168 hours

5 credits = 210 hours

6 credits = 252 hours

#### **Retroactive Credit**

Credits must be earned during the semester in which the internship/co-op takes place. University policy does not allow for credits earned retroactively.

- Credit internships/co-ops during the Spring and Fall semester are included in the tuition for the semester.
- Extra tuition and fees are associated for summer and winter intersession academic internships/co-ops.  
[Summer Tuition and Fees](#)

## **Repeat Internships**

Internships for credit may only be repeated with the same employer with a substantive change of experience. This change may include: a different role or interning in a new department, new or increased responsibilities or applied skills, or a differentiated learning experience. This determination is made at the discretion of the internship instructor.

## **ELIGIBILITY:**

To be eligible to enroll in DMD 4081 (for a credit bearing internship/co-op), students must:

- Have completed 45 credits of UConn coursework
- Have a minimum cumulative GPA of 2.7 or a minimum cumulative GPA of 3.0 in all Digital Media & Design coursework
  - *Students who are on University of departmental academic probation are not allowed to complete internships for credit*
- Have not already completed 15 credits of qualifying internship credits as part of the plan of study.

## **DEADLINE:**

- All paperwork must be submitted, the permission number issued, and the enrollment completed by the [University's Add/Drop deadline](#) (typically, Monday of the third week of classes) in the semester the internship is taking place.
- After the Add/Drop deadline, internships will only be approved due to extenuating circumstances, and may only be added through the end of the fourth week of classes via the [Schedule Revision Form](#). Enrollment will not be accepted under any circumstances after the fourth week of classes.

## **PROCESS:**

- 1. Do you qualify?** Ensure you meet the eligibility requirements outlined above.
- 2. Find an internship.** DMD 4081 is not a placement program. It is each student's responsibility to find and secure an internship or co-op experience. [UConn's Center for Career Development](#) is a great resource for students seeking guidance on securing an internship or co-op.
- 3. Submit online credit Internship/Co-op Application.** After an internship/co-op is secured, the student must complete and submit the online Internship/Co-op Application to request approval for DMD 4081 credit.
- 4. Complete and Submit Internship Contract.** Once the Internship Application is approved, the student will complete the Internship/Co-op Contract and obtain signatures from the field supervisor and submit back to the internship coordinator for signature and processing prior to the enrollment deadline.
- 5. Receive permission number to enroll in DMD 4081.** Once the Internship/Co-op Contract is approved and processed, the student will receive a permission number from either a departmental admin or the internship coordinator. Permission numbers must be used prior to the Add/Drop deadline.

- 6. Complete course requirements.** Student must meet any supplemental course requirements as outlined by the internship coordinator (reflection paper, executive summary, exit interview, etc.). Additionally, the student must track and reconcile hours using the DMD Internship/Co-op Hours Tracking form.
  
- 7. Grading.** At the conclusion of the internship/co-op, the student will be graded on a Satisfactory / Unsatisfactory (S/U) basis for DMD 4081. Only a maximum of 6 approved S/U credits may be used towards DMD degree requirements (concentration electives with advisor consent); but a max of 15 credits may count towards University electives.