

### TRANSCRIPT NOTATION FOR AN INTERNSHIP

The University of Northern Iowa provides official documentation for students completing successful internships, recognizing the internship as professional work experience in the student's field of study. The notation does not count toward graduation requirements but may help students maintain "full-time" student status for medical insurance and to prevent student loans from coming due. International students may find this option helpful in maintaining legal VISA status if their internship is related to their field of study and the position is endorsed by UNI's International Student Advisor. A Career Services administrative charge of \$15 is associated with seeking the notation. There is no tuition charge, minimum GPA requirement, or academic project.

To receive official transcript recognition, the prospective intern must meet specific requirements for eligibility, as must the work itself. These requirements are:

1. Perform duties or assignments to the best of his/her ability. The student should utilize professional judgment and conduct throughout the placement period.
2. Keep the employer's/organization's best interests in mind at all times and be punctual, dependable, and loyal to the employer/organization.
3. Follow directions, avoid unsafe acts, and be ethical in all dealings with the employer/organization and their customers or clients.
4. Complete required University or employer/organization forms, including a post-experience evaluation.
5. Notify Career Services if he/she considers dropping the notation. Keep the employer/organization and Career Services informed about any changes in his/her program or intentions.
6. Work at least 50 hours in their internship in order to receive a transcript notation.
7. Pay a \$15 administrative fee, charged to their U-bill for a transcript notation.

To set up the necessary paperwork (Transcript Notation Co-op Agreement form) it is necessary to meet with a Career Services staff person (319-273-6041). The student's employer/organization will also be required to sign and date this form. The Agreement is never retroactive for a previous semester or term.