

UPIC

UNIVERSITY PROFESSIONAL INTERNSHIP & CO-OP PROGRAM

A total of 10 points are available for each submission. Approved submissions must score at least a score of 7 out of 10. Since supervising interns can be such a time commitment, submissions from **mentors that request more than 5 interns per mentor/supervisor** should have justification and be discussed with the site coordinator.

Points (1):	Contact Info: (up to 1 point) <ul style="list-style-type: none"> ○ Provides complete contact information for department and mentor
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Points (1):	Account String: (up to 1 point) <ul style="list-style-type: none"> ○ Includes a complete account string
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Points (2):	Mentor: (up to 1 or 2 point) <ul style="list-style-type: none"> ○ <u>Up to 1 point</u> – New mentor possess at least one of the following traits: 1) provides a unique opportunity that is in a department or field of study not commonly available in the UPIC program 2) has a good reputation on campus as being interested in student development. ○ <u>Up to 2 points</u> - <u>Returning</u> mentor possesses at least 2 of the following traits: 1) Great relationship with UPIC Program based on Site Visits and interaction with UPIC staff, 2) provides strong, professional and /or personal mentorship to UPIC Intern, 3) known to provide numerous opportunities for interns to develop their professionalism through conferences, networking with professionals, etc. 4) meets with their interns consistently to speak about professional development, future career goals, education paths, etc.
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Points (1):	Majors: (up to 1 point) <ul style="list-style-type: none"> ○ Rather than stating “All/Any Majors”, critical thought has been put into listing ideal/preferred major(s) or colleges.
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Points (4):	(4 points) Very Detailed Position Description	(3 points) Detailed Position Description	(2 points) Moderately Detailed Position Description	(1 point) Weak Detail Position Description
	<u>Provides everything in 3 plus:</u> <ul style="list-style-type: none"> - Involves fields/areas that have low representation with the program - Outlines extensive details about the work environment and culture either in the department description or the position description. - Offers certifications or professional travel/training/etc. through the internship 	<u>Provides everything in 2 plus:</u> <ul style="list-style-type: none"> - Explains how students will be interacting and networking with professionals within their field of study. - Outlines how the student will gain a wide variety of quality resume builders. - Provides numerous opportunities for intern to develop leadership skills and other tangible and intangible qualities. 	<u>Provides everything in 1 plus:</u> <ul style="list-style-type: none"> - Provides a clear and detailed position description that outlines how the student will be supported and challenged during the internships. - Includes a thorough explanation of specific projects the intern will be working on. - Provides information related to ADA compliance and working conditions 	<ul style="list-style-type: none"> - Provides little to no text describing the internship position. (mainly 1-2 sentences)

Points (1):	Learning Outcomes: (up to 1 point) <ul style="list-style-type: none"> ○ Has selected at least one relevant Learning Outcome
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