
OFFICE OF EXPERIENTIAL EDUCATION

Experiential Education is a systematic approach to applied learning whereby a student engages in professional & productive work that is related to his/her major and/or intended career goals

The University of Hartford's Experiential Education Office maintains an on-line, self-service database for students listing internships and co-ops within a variety of academic disciplines.

Employers interested in recruiting students for paid or un-paid/academic credit opportunities may post positions within the database directly on-line at <http://www.hartford.edu/career/intern>

or

fax (860-768-5141) a **detailed description** – please include:

- ◆ Duration (hours/week; 3,6, or 9 months; fall, spring, summer)
- ◆ Special requests (writing samples, specific technical skills)
 - ◆ Company information (address, phone/fax, website)
 - ◆ Contact name, number & email address
 - ◆ Benefits/compensation

We ask that positions consist of no more than 20-25% clerical duties

Because the database is a self-service resource for students, students apply directly to employers. The Office of Experiential Education assists employers in identifying appropriate opportunities, maintaining and updating position announcements, arranging on-campus visits/recruiting events and addressing questions related to University policy and procedures for working with interns/co-op students.

Characteristics of a Quality Internship/Co-Op

- ◆ Provide substantive & challenging work experiences for students to develop specific skills
- ◆ Strong training & orientation for students, including company culture, office procedures, etc. in addition to training for specific job duties
- ◆ On-going structured supervision that includes opportunities for feedback, for students to ask questions, and meeting to review progress & students' learning goals
- ◆ Opportunity to observe professionals in action: participate in staff/client meetings, attend presentations/workshops, and talk with professionals in the field about their jobs and career paths

**For more information, please call
860.768.4388**