

UCPEA Internship Request form

Article 25.2 of the UCPEA contract provides opportunity to develop additional professional skills via an internship position in another professional role at the University. This program may increase opportunities for professional development, facilitate career transitions, and provide the staff to accomplish special projects which cannot be done within normal staffing constraints. This process should be initiated by the employee. Please note the program is entirely discretionary. Contact Rebecca Myshrall at (860 486-4373) if there are questions concerning this process.

SECTION I: Employee Information

Employee: _____ Department: _____

Title: _____ Phone: _____

DESCRIPTION OF INTERNSHIP:

Describe the proposed activity and identify the mutual benefit to you and the University. Describe how it will help you to develop additional professional skills. Attach additional sheets if necessary.

DATES REQUESTED: (Per Article 25.2, an internship may last for up to one year)

From: _____ To: _____

I understand that the purpose of this internship is to provide career development. The internship will not interfere with any of my regularly assigned duties, and it will not exceed the equivalent of one day per week for a period of one year.

Employee Signature

Date

PROPOSED WORK SCHEDULE: (Per Article 25.2 up to one day per week)

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

SECTION II: Authorization

I recommend approval of this internship. I certify that it will not exceed the equivalent of one day per week, it will not interfere with any of this staff member's regular assigned duties, and that it is appropriate professional activity for this staff member.

Immediate Supervisor			
Name	Title	Signature	Date
Vice President of Division (or designee)			
Name	Title	Signature	Date
Vice President of Division Receiving Intern (or designee)			
Name	Title	Signature	Date
Supervisor receiving Intern			
Name	Title	Signature	Date

APPROVED REQUEST MUST BE SUBMITTED TO:

Lori Chapman
The Office of Faculty and Staff Labor Relations
9 Walters Avenue, Unit 5075
Storrs, CT 06269-5075

Article 25.2

In order for employees to develop additional professional skills, and upon mutual agreement by the University and an employee, the employee shall be provided with release time of up to one day per week for one year in order for the employee to assume an internship position in another professional role at UConn. All such agreements shall be reduced to writing and shall be coordinated through the University Department of Human Resources.