**UCS Professional Internship Experience Certificate**

**What is this?**

This program gives undergraduate and graduate students in any year the opportunity to receive a UCS Certificate. This Professional Internship Experience Certificate certifies having completed the requirements to convert their current part-time jobs into Professional Internship Experiences through participation in a series of workshops and activities designated by University Career Services.

**Who is this for?**

All UNC undergraduate and graduate students of any year currently holding on-campus part-time jobs who are interested in enhancing their personal and professional development are eligible to participate in the **Professional Internship Experience Certificate.**

**What is this for?**

On a completely voluntary basis, undergraduate and graduate students currently holding part-time jobs will have the opportunity to receive a UCS Certificate that certifies having completed the requirements to convert their part-time jobs into Professional Internship Experiences that are [NACE Career Readiness](https://careers.orange3.ovcsa.unc.edu/students/career-readiness) aligned through participation in a series of workshops and activities designated by University Career Services.

**Why should I do this?**

Students holding part-time jobs are not always able to clearly identify and communicate the myriad transferrable skills learned when speaking with recruiters at Fairs, Networking Events, or Interviews. The Professional Internship Experience Certificate provides a means for students to maximize their part-time jobs to position themselves for a future internship, full-time job opportunity, startup venture, or graduate school.

**Where do I do this?**

You will complete these requirements through a Canvas course. The majority of workshops and events that will be required are offered through University Career Services, and will be virtual and in-person. Please check [Handshake](https://careers.orange3.ovcsa.unc.edu/students/resources/handshake) for event details.

**How do I do this?**

To begin, follow the order of completion, starting with Perform, Develop, then Position. All are assignments are required unless stated otherwise. Students participating in this will be responsible for tracking their own progress. Participants must log into events using their UNC certificates for attendance to be tracked, and for assignments to be submitted. University Career Services will use Handshake, Heel Life, and other tools to facilitate assignment completions so it is important that participants log into events using their UNC certificates in order for attendance to be tracked, and for assignments to be submitted.

**Note**: Upon application to receive the Professional Internship Experience Certificate, your participation and completion of required assignments is checked based on electronic attendance and submission records. Misrepresenting your participation in this certificate program may result in a violation of the University Honor Code. For any questions about these requirements, please contact Kara Alves, Kara.Alves@unc.edu.

**University Honor Code:**

It shall be the responsibility of every student at the University of North Carolina at Chapel Hill to obey and support the enforcement of the Honor Code. The Honor Code prohibits lying, cheating, or stealing when these actions involve academic processes or university, student, or academic personnel acting in an official capacity.

**Questions?**

For any questions about these requirements, please contact Kara Alves at [Kara.Alves@unc.edu](mailto:Kara.Alves@unc.edu)

**DEVELOP PERFORM POSITION**