



## DO YOU WANT AN INTERNSHIP?

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### START HERE

**Internship Workshop.** Choose ONE option below to learn about the internship search process, available resources, and how to utilize Handshake to apply for internships and request your internship experience.

- **Live Workshop:** register in the “Events” tab on Handshake ([ucdenver.joinhandshake.com](https://ucdenver.joinhandshake.com)).
- **Recorded Workshop:** through Canvas; email [experiential.learning@ucdenver.edu](mailto:experiential.learning@ucdenver.edu) to sign up.
- **1:1 Workshop:** meet with your Internship Advisor. Schedule 1:1 appointment via Handshake or call 303-315-4000.

### SEARCH

- **Handshake**—Remember to search using different filters—keywords/titles, internship, location. Searching with multiple approaches will provide a more robust list of internships on Handshake.
- **Mass Search Engines**—google.com (Google for Jobs), indeed.com; internships.com; glassdoor.com; etc.
- **Research Local Companies**—LinkedIn; Google Search; Buzz File; Glassdoor, etc.
- **Network**—talk to friends, family, and professors; join a student organization, explore professional or trade associations, etc.

### APPLY

- Before you start applying, have your resume reviewed. Then make sure to tailor it each time you apply.
- If you aren't getting interviews after 10-20 applications, schedule an appointment to get help with your resume.
- *Keep applying for internships until you receive an offer and accept it.*

**NOTE:** Business students have multiple offices ready and willing to assist with the Search and Apply steps:

- **Business Career Connections (BCC)** | BUSB 4001 | 303-315-8901 | [bcc@ucdenver.edu](mailto:bcc@ucdenver.edu)
- **Career Center** | Tivoli 439 | 303-315-4000 | [careercenter@ucdenver.edu](mailto:careercenter@ucdenver.edu)
- **Experiential Learning Center (ELC)** | Tivoli 439 | 303-315-4000 | [experiential.learning@ucdenver.edu](mailto:experiential.learning@ucdenver.edu)

## DO YOU HAVE AN INTERNSHIP?

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### 4-STEPS TO ENROLL IN AN INTERNSHIP COURSE FOR ACADEMIC CREDIT

#### STEP 1: REPORT. Report your Internship in Handshake.

- Click on Career Center, then Experiences, then Request an Experience.  
Experience Type: Select “Academic (For-Credit) Internship Learning Agreement.”
- **Information needed to report your internship:**
  - **Site Supervisor:** name, email, title and phone number of your internship supervisor.
  - **Faculty Sponsor:** information is found on the next page.
  - **Start date and End date** for the internship.
  - **Address** of where you will be working at the internship.
  - **Job Description from your internship employer** with details about duties, trainings, etc.
  - **Learning Objectives:** a minimum of 4 things you expect to gain from your internship experience.
  - **Fill in every required field.** Otherwise, Handshake will not save the information you report. Information can be updated during the review appointment with your Internship Advisor.

#### STEP 2: REVIEW. Meet with your Internship Advisor. To schedule a Zoom appointment through Handshake:

- Click on Career Center, then Appointments, then Schedule a New Appointment.
- **OR** contact the ELC at 303-315-4000 or [experiential.learning@ucdenver.edu](mailto:experiential.learning@ucdenver.edu).

#### STEP 3: APPROVE. Start the Approval Process after the Review appointment. Three approvals are required.

#### STEP 4: ENROLL. Enroll in the Internship Course once the internship is fully approved. Deadline is Census Date.

**QUESTIONS?** Contact **Paul Worthman** (Internship Advisor) at [Paul.Worthman@ucdenver.edu](mailto:Paul.Worthman@ucdenver.edu).

**University of Colorado Denver**  
**Business School**  
**Guidelines and Requirements for**  
**Graduate Level Internships for Academic Credit**

**ACADEMIC CREDIT.**

- Graduate business students can participate in an academic internship to be used as free elective credits.
- Students can work with the graduate advising team to petition to have an internship applied towards their program electives or specialization, which will be reviewed by the program director. Petitions can be approved or denied.
- The maximum number of total credits a student can earn through internship experience is 6 credit hours.
- Graduate internships cannot be used to satisfy core requirements in either the MBA or MS programs.

**INTERNSHIP COURSE.**

- Internships are on a **pass/fail** basis. No letter grade appears on the transcript. The course designations number for graduate internships is 5939. Students can earn 1-3 credit hours for the internship course.

**FACULTY SPONSOR (for the internship course).**

- The student needs to seek out a professor (not a lecturer or instructor) in the student's academic program to be their Faculty Sponsor. For example, an MS Marketing student must seek out a Marketing Professor to be their Faculty Sponsor. Program Directors may make an exception to this guideline under special circumstances.

**STUDENT ELIGIBILITY.**

- Students must have already completed 1 semester in the graduate business program at CU Denver.
- Newly admitted international students must complete 2 semesters to qualify for CPT and academic credit.
- Cumulative GPA in the graduate program at CU Denver must be at least 3.00 prior to beginning the internship.

**INTERNSHIP ELIGIBILITY.**

- To qualify for academic credit, internships *must be* related to the student's Academic Program or Specialization in the Business School.
- Students may NOT use their current or former job responsibilities for internship credit.
- *To receive academic credit, student MUST BE enrolled in the internship course the SAME semester they participate in the internship. Retroactive credit is not awarded at CU Denver.*

**PETITION PROCESS.**

- Student's must fill out and sign the Business School's Graduate Program Petition Form.
- Email the Petition Form to the Internship Advisor, Paul Worthman at [Paul.Worthman@ucdenver.edu](mailto:Paul.Worthman@ucdenver.edu).
- Note in the petition whether the internship will count as a free elective or towards the academic specialization.

**APPROVALS NEEDED.**

- Academic Advising (Petition requesting academic credit for your internship. Petition signed by Program Director)
  - Employer (your Site Supervisor)
  - Faculty Sponsor
- NOTE: Allow up to 2+ weeks for the approval process and internship course registration**

**DURATION:**

- **3-credit** hour internships require at least **150 hours** of actual time "on the job".
  - Fall and Spring semester internships require student to participate in the internship "on the job" for at least **10 weeks**.
  - Summer semester internships require at least **6 weeks** of time "on the job" at the internship.
- The Experiential Learning Center at CU Denver administers the Internship Program and will oversee the administrative processes and course registration for internship placements.
  - Adhere to CU Denver code of conduct and internship policies as set by Site Supervisor, ELC, & Faculty Sponsor.