



DO YOU WANT AN INTERNSHIP?

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).
- **Recorded Workshop:** through Canvas; email experiential.learning@ucdenver.edu to sign up.
- **1:1 Workshop:** meet with your Internship Advisor. Schedule an appointment via Handshake or call 303-315-4000.

SEARCH

- **Informational Interviews/Network**—talk to family, professors, alumni, and professionals in your field of study; join a student organization, explore professional or trade associations, etc.
- **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), LinkedIn.com; Internships.com; Glassdoor.com; etc.
- **Research Local Companies**—LinkedIn; Google Search; Buzz File; Glassdoor, Denver Business Journal, etc.

APPLY

- Before you start applying for internships, have your resume reviewed. Then 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
- **Career Center** | Tivoli 439 | 303-315-4000 | careercenter@ucdenver.edu
- **Experiential Learning Center (ELC)** | Tivoli 439 | 303-315-4000 | experiential.learning@ucdenver.edu

DO YOU HAVE AN INTERNSHIP?

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** email the ELC at experiential.learning@ucdenver.edu.

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

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

QUESTIONS? Email **Paul Worthman** (Senior Internship Advisor) at Paul.Worthman@ucdenver.edu

**University of Colorado Denver &
Business School**
Guidelines, Eligibility, and Requirements
Undergraduate Level Internships for Academic Credit

FACULTY SPONSORS (for the internship courses):

- The Accounting (ACCT) Faculty Sponsor is **Mary Malina** (Mary.Malina@ucdenver.edu).
- The Risk Management (RISK) Faculty Sponsor is **John Daley** (John.Daley@ucdenver.edu).
- For all other undergraduate business majors, **Jeffrey Nystrom** (Jeffrey.Nystrom@ucdenver.edu)

STUDENT ELIGIBILITY:

- Students must have already completed 1 semester in the undergraduate business program at CU Denver.
- Newly admitted international students must complete 2 semesters to qualify for CPT and academic credit.
- Cumulative GPA at CU Denver must be at least 2.0 prior to beginning the internship.

INTERNSHIP ELIGIBILITY:

- In order to qualify for academic credit, internships *must be* related to the student's area of emphasis (major) in the Business School.
- Students may NOT use their current or former job responsibilities for internship credit.

ACADEMIC CREDIT:

- Academic credit internships are **3 credits** in order to satisfy the undergraduate student's Experiential Learning Requirement (**BGEN**) for graduation.
- Internships are on a **Pass/Fail** basis. No letter grade appears on the transcript. The course designations number for undergraduate internships is 3939, except for RISK which is 3949.
- *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.*

DURATION:

- 3-credit hour internships require at least **150 hours** of actual time "on the job".
AND...
- Students must work at the internship for a minimum number of weeks during the semester:
 - Fall and Spring semester internships—**10 weeks minimum.**
 - Summer semester internships—**6 weeks minimum.**

DEADLINE:

- CU Denver's official deadline to be enrolled in the internship course is **Census Date** each semester.

ADDITIONAL:

- *The Experiential Learning Center at CU Denver administers the Internship Program and will oversee the administrative processes and course registration for internship placements.*
- *The student is expected to adhere to the CU Denver Code of Conduct and internship policies as set by the internship employer/site supervisor, ELC, and faculty sponsor.*