



DO YOU WANT AN INTERNSHIP?

START HERE (2 Options!)

- **Attend a 30-minute Internship Workshop** offered by the Experiential Learning Center (ELC) in Tivoli 260.
 - During the workshop you will learn about the internship process and how to use Handshake.
- OR...
- **Attend a Career Essentials Workshop** offered by Business Career Connections (BCC) in the Business School.
Register for the option you prefer in the "Events" section on Handshake (ucdenver.joinhandshake.com)

SEARCH

- **Handshake** (Remember to search using different approaches - keyword, industry, major, 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, get 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 you with the Search and Apply steps:
- **Business Career Connections (BCC)** | BUSB 4001 | 303-315-8901 | bcc@ucdenver.edu
 - **Career Center** | Tivoli 267 | 303-315-7315 | careercenter@ucdenver.edu
 - **Experiential Learning Center (ELC)** | Tivoli 260 | 303-315-7258 | Clarke.Scott@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 "Business School 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 an appointment through Handshake:

- Click on Career Center, then Appointments, then Schedule a New Appointment. (Face-to-Face or Phone.)
- **OR** call the ELC to schedule the appointment at 303-315-7258.

STEP 3: APPROVE. Start the Approval Process after the review. Three approvals are required.

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

QUESTIONS? Contact **Clarke Scott** (Internship Advisor) at Clarke.Scott@ucdenver.edu.

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

- Graduate business students can participate in an academic internship to be used as **elective credits**. At the discretion of the Program Director, a graduate business student may be eligible for a second internship to be used to fulfill another elective.
- Graduate internships cannot be used to satisfy core requirements in either the MBA or MS programs.
- Internships are on a **pass/fail** basis. No letter grade appears on the transcript. The course designations number for undergraduate internships is 5939, except for Accounting which is 6939.
- Students need to submit out a Business School “**Graduate Program Petition Form**” in addition to the Internship Experience through *Handshake*.
- **FACULTY SPONSOR (for the internship course):**
 - The student needs to seek out a faculty in the student’s academic program to be their Faculty Sponsor. For example, an MS Marketing student must seek out a Marketing Faculty to be their Faculty Sponsor.
- **STUDENT ELIGIBILITY:**
 - Students must have already completed 12 semester hours in the graduate program at CU Denver.
 - Cumulative GPA in the graduate program at CU Denver must be at least 3.00 prior to beginning the internship
 - Students with less than 12 completed semester hours can petition the Business School for permission to receive academic credit.
- **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.
 - *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 or turn in the Petition Form to the Internship Advisor, Clarke Scott.
 - Note in the petition whether the internship will count as a free elective or towards the academic specialization.
 - If student has completed fewer than 12 credit hours in the graduate program, note this in the petition.
- **APPROVALS NEEDED:**
 - Employer (your Site Supervisor)
 - Faculty Sponsor
 - Academic Advising (Petition requesting academic credit for your internship. Petition signed by Program Director)

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.