DO YOU WANT AN INTERNSHIP?

START HERE (2 Options!)

- Attend a 30-minute Internship Workshop offered by the Experiential Learning Center (ELC) in Tivoli 339.
  - During the workshop you will learn about the internship process and how to use Handshake.
- OR...
- Attend a Business Career Connections (BCC) workshop where the internship process is covered.
  - Register for the option you prefer in the “Events” section on Handshake (ucdenver.joinhandshake.com)

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 you with the Search and Apply steps:
- Business Career Connections (BCC) | BUSB 4001 | 303-315-8901 | bcc@ucdenver.edu
- Career Center | Tivoli 339 | 303-315-7315 | careercenter@ucdenver.edu
- Experiential Learning Center (ELC) | Tivoli 339 | 303-315-7258 | Paul.Worthman@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 Paul Worthman (Internship Advisor) at Paul.Worthman@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 Tax 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 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 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 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.
- 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.