



## DO YOU WANT AN INTERNSHIP?

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### START HERE

- **Attend a 30-minute Internship Workshop** offered by the Experiential Learning Center (ELC) via Zoom or in Tivoli 439. Register in the “Events” section on Handshake ([ucdenver.joinhandshake.com](https://ucdenver.joinhandshake.com))  
**OR**
- **Complete the Internship Workshop through Canvas.** To register, email [experiential.learning@ucdenver.edu](mailto:experiential.learning@ucdenver.edu).

### 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**

- 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 graduate internships is 5939.
- Students need to submit a Business School “**Graduate Program Petition Form**” to their Internship Advisor in addition to reporting 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 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.
  - 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.