



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

- **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 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), 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, get 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 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 | 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. Two 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, Eligibility, and Requirements
Undergraduate Level Internships for Academic Credit

FACULTY SPONSORS (for the internship courses):

- The Accounting Faculty Sponsor is **Mary Malina** (Mary.Malina@ucdenver.edu).
- The RMI 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 completed, at minimum, a total of **58 credit hours** on their transcript.
- Cumulative GPA in the undergraduate program at CU Denver must be at least 2.4* prior to beginning the internship.
* *Cumulative GPA requirement for RMI students is 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** and 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 RMI 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.*