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## 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

- **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](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)

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## 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** email the ELC at [experiential.learning@ucdenver.edu](mailto: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?** ACCT and RISK majors—email **Paul Worthman** (Internship Advisor)—[Paul.Worthman@ucdenver.edu](mailto:Paul.Worthman@ucdenver.edu)  
All other business majors—email **Nathan Zackroff** (Internship Advisor)—[Nathan.Zackroff@ucdenver.edu](mailto:Nathan.Zackroff@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](mailto:Mary.Malina@ucdenver.edu)).
- The Risk Management (RISK) Faculty Sponsor is **John Daley** ([John.Daley@ucdenver.edu](mailto:John.Daley@ucdenver.edu)).
- For all other undergraduate business majors, **Jeffrey Nystrom** ([Jeffrey.Nystrom@ucdenver.edu](mailto: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 RISK 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** 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.*