



UC Denver Experiential Learning Center
Tivoli 260
303-556-6656
www.cudenver.edu/exl

Internship Procedures

Internship Checklist

- * Register with the Experiential Learning Center (ELC) by making an appointment with an Internship Advisor.
 - o Call 303-556-6656 to schedule a 1 hour appointment.
- * During your appointment you will:
 - o Learn all you need to know about internships.
 - o Gain access to InternLink, the University's internship database.
 - o You may also have your resume reviewed during this appointment, so bring that with you as well.
- * Utilize InternLink and other sources the ELC has available (on the web and in their career library) to view available Internships.
 - o Most semesters there are between 600-700 active, prescreened internships available
- * Begin applying for available Internships through InternLink (the ELC's online internship database) or other contacts that you might have on your own.
 - o *Please note: if you find your own internship that is not currently listed on InternLink please call the Experiential Learning Center 303.556.6656 to have it approved **before you accept the position.***
- * Once you have found an internship, secure a faculty sponsor
 - o List of eligible faculty available from Career Advisor, Internship Coordinator, InternLink or CAM Advising
- * Complete Learning Agreement and obtain all necessary signatures, including faculty sponsor, Department Chair and Internship site supervisor
- * Make an appointment with your Internship Advisor (TIV 260) 303-556-6656 to submit completed Learning Agreement
- * After reviewing your Learning Agreement, the Advisor will complete your Add slip for registration
- * Adhere to all Internship policies and procedures, as set by site supervisor, ELC & faculty sponsor
- * Start working and have fun!

- * Upon completion of your internship don't forget to ask your employer for a letter of recommendation and update your resume with the new skills you acquired!

NOTE - To qualify for an Internship, you must:

- Have a minimum 2.75 GPA
 - o Note that some departments have additional requirements, such as major-area GPA or specific coursework.
 - o Contact CAM Advising (CAMadvising@cudenver.edu) or the ELC for specific information for your major.
- Have junior class standing (60 total credits or more completed) and be at junior level in your major-area coursework