STEP 1 – Complete your Handshake profile at http://www.ucdenver.edu/elc ideally one semester prior to the semester you want to start your internship. Click on the STUDENTS button under the Handshake icon to access your single sign-on.

STEP 2 - Attend an Internship Workshop at the Experiential Learning Center in Tivoli 260. Register for a workshop by clicking on “Events” in Handshake (left navigation bar). Click Search (top right), search for “Internship Workshop.” During this workshop you will:
   - Learn about the process for finding an internship that matches your interests and major.
   - Learn how to utilize Handshake and other resources to search and apply for available internships.
   - *Special accommodations can be made for online students. Talk to ELC Advisor.

INTERNSHIP PROCESS

STEP 3 – SEARCH & APPLY: Once you’ve completed the first 2 steps above, you may begin applying for internships through Handshake, other websites, and your network of contacts. Please contact the ELC for assistance at any point during this process or schedule an appointment with your internship advisor through Handshake.

STEP 4 – SOLIDIFY
   Once you have accepted an internship:
   A. Eligibility Verification:
      - Notify your Internship Advisor of your internship so they can initiate the eligibility verification process. See STUDENT ELIGIBILITY on the back side of this page.

   B. Report your Internship Experience in Handshake:
      1. Log into your Handshake Account.
      2. Click “Experiences” (left navigation bar) and “Report an Experience” (top right).
      3. Fill out all the information about your internship experience.
      4. Click “Next Page.”
      5. Add 3-5 Learning Objectives for yourself. (Use specific CJ Learning Objectives Guidelines in Resources Section under “Internships- Enrollment Instructions…”)
         *As soon as this is done- NOTIFY YOUR INTERNSHIP ADVISOR*

   C. Schedule an Internship Appointment (phone or in-person) with your Internship Advisor through Handshake.
      - Click “Appointments” (left navigation bar), then click “Schedule a New Appointment.”

   D. At your Internship Appointment, the Internship Experience will be reviewed and approvals will be scheduled. Approvals include:
      - Employer Approval (your site supervisor)
      - Faculty Sponsor Approval. (Sheila Huss, Sheila.Huss@ucdenver.edu)

   E. Enroll in your Internship Course. Once all the approvals are obtained, you will receive a permission code from your internship advisor to enroll in the internship course.

*SEE ALSO: “Criminal Justice Internship Guidelines” including contact information and pre-requisites
1. Students must use the Experiential Learning Center (ELC) to attend the internship workshop and to add/drop internships.

2. Criminal Justice majors must have all of the following pre-requisites met (Internship Advisor will verify prerequisites):
   - Minimum of 15 UCD credit hours completed with a minimum UCD GPA of 2.0.
   - Minimum of 6 credit hours completed toward the 36 credit hours required by the Criminal Justice major.
   - Passed both CRJU 1000 Criminal Justice: An Overview and CRJU 2041 Crime Theory & Causes with a grade of C- or better.

3. Faculty sponsor will approve internships by ensuring that the internship experience is directly related to the criminal justice academic curriculum. Faculty sponsor has sole discretion in approving internships.
   *Note: If students wish to use their current employment for internship credit, the opportunity must be approved by Dr. Huss, faculty sponsor. In addition, students may not receive more than 3 credits if using their current employment for internship credit.

4. Interns must attend and participate in the CRJU4939 internship class, which includes completing:
   - Internship Experience on Handshake
   - Time log/attendance sheet
   - Required class meetings & assignments
   - Online course discussions (Canvas)
   - Employer and student evaluations

5. The intern must spend a minimum of 135 hours at the internship site for 3 credit hours (every addition credit hour is 45 hours on site). Note that these are minimum requirements and do not include faculty sponsor/course meetings or time spent on written assignments.

6. Undergraduate Criminal Justice Internships are available for 3-6 credit hours with a maximum accumulation of 6 credit hours. (Students must complete a minimum of 3 credit hours of internship to satisfy the CRJU internship requirement.) After completing 6 credits for a CRJU internship, students are eligible for ONLY not-for-credit internships.

7. CRJU internships may be academic or not-for-credit.

8. Students must add and drop internship credit hours through an ELC Internship Advisor per CU Denver’s standard add/drop deadline (census date).

9. The ELC Internship Advisor will obtain a written evaluation from the student’s employer before the end of the semester. The ELC Internship Advisor will send copies of all completed evaluations to the criminal justice internship course instructor. The faculty sponsor may conduct or attend site visits.

10. The intern’s final grade will be assigned by an approved CU Denver downtown campus sponsoring faculty based on: student’s employer performance evaluation, course attendance and participation, and the quality of the academic submissions.

11. Students will not receive a grade in the course until a written evaluation is received from the employer. It is the student’s responsibility to ensure that the ELC receives this evaluation.

Criminal Justice Internships Faculty Sponsor:
Dr. Sheila Huss, Ph.D.
1380 Lawrence St, Ste 500
Sheila.huss@ucdenver.edu

ELC Internship Advisor for Criminal Justice:
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Tivoli 260
kelli.rapplean@ucdenver.edu
*Appointments through Handshake

Effective Fall 2016