DO YOU NEED AN INTERNSHIP?

START HERE!
Attend an “Internship Workshop” at the Experiential Learning Center in Tivoli 260. Register in the “Events” section on Handshake (ucdenver.joinhandshake.com). Multiple workshops offered on a weekly basis. 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.

SEARCH
- **Handshake** (Remember to search using different approaches- keyword, industry, major, location). Searching with all approaches will provide a more robust list internships on Handshake.
- **Mass Search Engines** (indeed.com; internships.com; denvergov.org; etc.)
- **Research Local Companies** (LinkedIn; Google Search; Buzz File; etc.)
- **Network** (talk to friends, family, professors, etc.)

APPLY
- Before you start applying, make sure you have tailored and updated resumes that have been reviewed.
- We recommend students apply to a minimum of 5 internships- sometimes it takes more, sometimes less.

DO YOU HAVE AN INTERNSHIP?

Your next step is to request your internship EXPERIENCE in Handshake.
- You can find Experiences under the Career Center tab in Handshake. You need to request an experience for every semester and every internship you plan on completing.
- **Make sure you have all the necessary information before requesting your experience**; you will need:
  - The name, email and phone number of the site supervisor (person supervising your work at your internship).
  - **Start date** and **end date** that you have discussed with your site supervisor.
  - A full job **description**; get as much detail as you can around orientation or trainings, weekly projects, days and times you’ll be working, etc.
  - 4-8 **learning objectives** that you are hoping to learn and develop in this internship.
  - *If you are getting academic credit, you need to know the course number and faculty sponsor associated with this internship.
  - Be sure to fill in every field, if you don’t know something, put “unsure” and you can update it with your Internship Advisor.

A. **After you request your experience through Handshake, you need to schedule an appointment** with your Internship Advisor through Handshake.
- **Never been in our office before? Call our front desk to schedule at 303-315-7258.**

* See back page for internship eligibility and requirements.
All internships require a reported Internship Experience/Learning Agreement which must be approved by the Site Supervisor and Faculty Sponsor. This ensures the integrity of the internship experience and addresses legal and liability issues.

**Pre-requisites for Criminal Justice (CRJU 4939) & Public Service (PUAD 4939) students must be met before internship class:**
- Minimum of 15 UCD credit hours completed with a minimum UCD GPA of 2.0.
- **Criminal Justice Students:** Passed both CRJU 1000 *Criminal Justice: An Overview* and CRJU 2041 *Crime Theory & Causes* with a grade of C- or better. Minimum of 6 credit hours completed toward the 36 credit hours required by the Criminal Justice major.
- **Public Service Students:** Passed both PUAD 1001 *Introduction to Leadership and Public Service* plus any other PUAD class at level 2000 or higher, with a grade of C- or better. Minimum of 6 credits hours completed toward the 45 credit hours required by the Public Service major.

Faculty sponsor will approve internships by ensuring that the internship experience is directly related to the student’s 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 the faculty sponsor. In addition, students may not receive more than 3 credits if using their current employment for internship credit.*

- **Faculty Sponsor for CRJU 4939:** Sheila Huss: sheila.huss@ucdenver.edu
- **Faculty Sponsor for PUAD 4939:** Wendy Bolyard: wendy.boylard@ucdenver.edu

Interns must attend and participate in the internship class (i.e. CRJU 4939 or PUAD 4939) which includes completing:
- Internship Experience on Handshake
- Time log/attendance sheet
- Required assignments (found in the course syllabus)
- Employer and student evaluations

Undergraduate SPA 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 SPA internship requirement.) After completing 6 credits for a CRJU internship, students are eligible for ONLY not-for-credit internships.

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.

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

The ELC Internship Advisor will obtain an evaluation from the student’s employer before the end of the semester and will send copies of all completed evaluations to the criminal justice internship course instructor.

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.

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.**