STEP 1 – Complete your Handshake profile with the Experiential Learning Center (ELC) at http://www.ucdenver.edu/elc ideally 2 semesters prior to the semester you want to start your internship. Click on the Handshake icon to access your profile.

STEP 2 – Attend an Internship Workshop at the Experiential Learning Center in Tivoli 260. Sign up by calling 303-556-6656.

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.

STEP 3 – Internship Checklist
- 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 Note: if you find an internship not currently listed on Handshake, please call the ELC to begin the approval process before you accept the position.
- SOLIDIFY: Once you have successfully applied for, interviewed, and accepted an internship:
  - Eligibility Verification: Notify Kelli Rapplean (Kelli.Rapplean@ucdenver.edu) of your internship so she can initiate the eligibility verification process. See STUDENT ELIGIBILITY on the next page.
  - Begin the Learning Agreement process on Handshake (steps below):
    - Log into your Handshake Account
    - Click “Experiences” (left hand column) and “Report an Experience” (top right)
    - Fill out all the information about your internship experience
    - Next, insert 3-5 Learning Objectives you have developed for yourself under the tab “Learning Objectives.” Find tips on writing strong learning objectives in the default attachments on your experience in Handshake.
  - Schedule an Internship Solidification appointment with Kelli through Handshake to begin the approval workflow. (*Phone and Zoom appointments available in addition to face to face).
    - Approvals Required before you can enroll in your academic internship include:
      - Student Approval: (you)
      - Employer Approval: (your site supervisor)
      - Faculty Sponsor Approval: (Dr. Lorine Hughes)
      - Secondary Department Approval: (Dawn Savage A-L; Antoinette Sandoval M-Z)
    - Student will receive permission number to enroll in the internship course after all of the above approvals have been completed.

*Only accept an internship or make a promise to an agency if you are sure of your commitment.
*Adhere to CU Denver Code of Conduct & internship policies as set by site supervisor, ELC, & Faculty Sponsor.
*Start working and have fun! Toward completion of your internship, remember to ask your employer for a letter of recommendation and update your resume with the new skills you’ve acquired!

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

2. MCJ students must have all of the following pre-requisites met (Internship Advisor will verify prerequisites):
   - MCJ students: Minimum of 18 UCD graduate level credit hours completed with a minimum UCD GPA of 3.0
   - BACJ/MCJ dual degree students: Minimum of 6 UCD graduate level credit hours completed with a minimum UCD GPA of 3.0.

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. Rennison, faculty sponsor.

4. Interns must participate in the CRJU 6910 internship class, which includes completing:
   - Learning Agreement
   - Time log/attendance sheet
   - Required class assignments
   - Employer and student evaluations

5. The intern must spend a minimum of 240 hours at the internship site for a 3 credit hour course. Note that these are minimum requirements and do not include faculty sponsor/course meetings or time spent on written assignments.

6. 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, and the quality of the academic submissions. **Students must follow CRJU 6910 Syllabus in addition to completing their internship hours to receive a grade for the course.**

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.**

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**MCJ Internships Faculty Sponsor:**
Dr. Lorine Hughes, Ph.D.
lorine.hughes@ucdenver.edu
5th Floor LSC (Suite 500)
*Email Preferred form of contact

**ELC Internship Advisor for Criminal Justice:**
Kelli Rapplean (MA)
kelli.rapplean@ucdenver.edu
Tivoli 260
303-556-6656
Appointments through Handshake (on ELC Website)

Effective Fall 2016