STEP 1 – Create an InternLink (internship database) account 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.

STEP 2 - Attend an Internship Orientation with an ELC Internship Advisor. Sign up by calling 303-556-6656.

During this orientation you will:
- Learn about the process for finding an internship that matches your interests and major.
- Learn how to utilize InternLink and other resources to search and apply for available internships.

STEP 3 – Internship Checklist

☐ SEARCH & APPLY: Once you’ve completed the first 2 steps above, you may begin applying for internships through InternLink, other websites, and your network of contacts.
  Please Note: if you find an internship not currently listed on InternLink, 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:

☐ Begin Learning Agreement process with Employer (Signature #1):
  With the host site supervisor, complete pages 1 & 2 of your Learning Agreement. The employer must sign Signature #1 on page 4. Ensure your site supervisor is familiar with the Employer Guide, found on InternLink, prior to signing your Learning Agreement.

☐ Meet with your Faculty Sponsor (Signature #2):
  Make an appointment to meet with your Faculty Sponsor, Dr. Mary Dodge, by emailing her at Mary.Dodge@ucdenver.edu. Dr. Dodge will assess the Internship Description and Learning Objectives prior to approving the internship; she will also explain the CRJU4939 course requirements. Obtain Dr. Dodge’s signature on page 4 of your Learning Agreement.

☐ Sign your Learning Agreement (Signature #4).
  Criminal Justice does not have a Secondary Department Signature requirement. Signature line #3 will remain blank.

☐ Bring your Completed Learning Agreement to the ELC (Signature #5 & course ADD):
  Ensure you have obtained all necessary signatures and approvals, including host site supervisor and faculty sponsor. After reviewing your Learning Agreement, the ELC Internship Advisor will coordinate your internship course registration and continue to follow up with you and your employer throughout the semester.

*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: “Criminal Justice Internship Guidelines” including contact information and pre-requisites