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 Workshop with an ELC Internship Advisor. 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 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):
    Meet with Dr. Angela Gover; email her at Angela.Gover@ucdenver.edu to set an appointment. Your Faculty Sponsor will assess the Internship Description and Learning Objectives prior to approving the internship; she will also explain the CRJU4939 course requirements. Obtain her 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
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. Gover, 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:
   - Learning Agreement
   - 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 the CRJU internship requirement, 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. Angela Gover, Ph.D.***
(303) 315-2474
1380 Lawrence St, Ste 500
Angela.Gover@ucdenver.edu

ELC Internship Advisor for Criminal Justice:
**Kelli Rapplean***
303-556-6656
Tivoli 260
www.ucdenver.edu/elm

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