

An internship is a required component of the *Environmental Stewardship of Indigenous Lands (ESIL)* certificate program. The ESIL-sponsored internship can be completed anytime during the certificate but can only be completed with approval from your ESIL advisor. The ESIL internships are designed to combine your STEM environmental science training with the skills needed to be an effective liaison.

START HERE!

- **Reach out to your ESIL advisor** at least a semester prior to the semester you'd like to complete your internship. For example, if you are interested in a summer internship, please let your ESIL advisor know by the start of the spring semester.
- **Attend a 30-minute Internship Workshop** offered by the Experiential Learning Center (ELC). Register in the "Events" section on Handshake (ucdenver.joinhandshake.com)
- **Together, you and your ESIL advisor will find an appropriate internship.** Taken into consideration will be your time availability; your interests and career goals; any prior experiences; and any additional needed information. It is important that you and your ESIL advisor meet early in the process of finding an internship so there is time to match you to an opportunity that you are genuinely interested in and will benefit from.
- Both you and your ESIL advisor will be involved in finding an internship. In general, **there are two paths to follow:**
 - The ESIL program collects and archives internship opportunities for its students. You and your advisor can check to see if there are any currently available internships.
 - You and your advisor can reach out to potential internship sponsors to develop an internship opportunity. You and your advisor will share in the responsibilities of developing an internship.
- Once you and your advisor have identified an internship, you may need to apply or further work with the potential sponsor to make sure the opportunity will be a good fit. Once this is decided, you will need to enroll the internship (see next page).

WHAT TO PREPARE AHEAD OF TIME

- Different internship sponsors may ask for different materials. You may need to complete an application for some; interview for others; or submit a resume and personal statement. Having these materials ready in advance will decrease the time needed for you to apply.
- **Pay/Travel/Location.** Also have given some thought to whether you need your internship to be paid; are you available for some travel (local and/or overnight); and are you willing to live off-site for a period of time. These are questions some sponsors will have as they think about placing a student in an internship. It is important to note that some internships may be outside of the Denver metro area and require that you live outside of Denver or outside of Colorado to complete the requirements of the internship. You should decide in advance of applying to a given internship whether this is an option for you.
- **Prepare the following materials:** (1) resume; (2) transcripts (unofficial are usually ok); (3) official documents, e.g., driver's license; social security card; official address; and (4) a short personal statement of your academic path and anticipated career goals. The Experiential Learning Center has professionals available to assist you with putting together your resume.

DO I MEET THE ESIL ELIGIBILITY REQUIREMENTS?

- Current cumulative GPA of 2.75 or better*
 - 15 credit hours completed at CU Denver*
- *There is an appeals process if you do not meet the minimum requirements. Speak with your ESIL advisor.

WILL MY INTERNSHIP MEET THE MINIMUM ESIL AND CU DENVER REQUIREMENTS?

- Minimum of **135 hours at the Internship to receive 3 credit hours** (90 hrs. for 2 credits, 45 hrs. for 1 credit)
- Minimum of **10 weeks at the Internship (6 weeks for summer semester)**
The Internship Experience and the internship coursework will be completed in same semester (concurrent); *retroactive credit is not available.*

4-STEPS TO ENROLL YOUR ESIL INTERNSHIP FOR ACADEMIC CREDIT

STEP 1: REPORT. Report your Internship in Handshake.

- Click on Career Center, then Experiences, then Request an Experience.
Experience Type: **Other Majors: FOR CREDIT Internship Learning Agreement**. Failure to select this template will require you to start the process over!
- **Information needed to report your internship:**
 - **Site Supervisor:** name, email, title and phone number of your site supervisor. Note, your site supervisor represents the agency, company, organization sponsoring your internship.
 - **Faculty Sponsor:** Your faculty sponsor will be your ESIL advisor. Choose from the list provided below.
 - **Internship Course Number:** The internship course number will usually reflect your major, e.g., for biology students, choose BIOL 3939; for geography and environmental science students, choose GEOG 3939.
 - **Start date and End date** for the internship.
 - **Address** of where you will be working at the internship.
 - **Job Description from your internship employer** with details about duties, trainings, etc.
 - **Learning Objectives:** a minimum of 4 things you expect to gain from your internship experience.
 - *Fill in every required field.* Otherwise, Handshake will not save the information you report. Information can be updated during the Review appointment with your Internship Advisor.

STEP 2: REVIEW. Meet with Paul Worthman, your ELC representative. Login to Handshake to schedule an appointment:

- Click on Career Center > Appointments > Schedule a New Appointment > Experiential Learning Center - Internships.
- **OR** email the ELC at experiential.learning@ucdenver.edu.

STEP 3: APPROVE. Start the Approval Process after the Review appointment. Two approvals are required.

STEP 4: ENROLL. Enroll in the Internship Course once the internship is fully approved.

- Paul will send you detailed enrollment instructions once the internship has been fully approved. Follow the instructions carefully; **you must be enrolled by Census Date**.

QUESTIONS? Email Paul Worthman (ELC representative) Paul.Worthman@ucdenver.edu

ACADEMIC EXPECTATIONS OF AN ESIL INTERNSHIP

The requirements for each internship will vary slightly depending on the internship itself. However, all internships will require the following from you for academic credit:

- A written summary of your project, and the responsibilities and activities associated with the project, and ultimate findings or outcomes from the project.
- A personal reflection statement about your experiences, e.g., what were the challenges and how did you address them; has the experience altered your understanding of particular career opportunities; how did the internship allow you to use your academic programming
- A time log of hours dedicated to the internship. Note, this may be required by the site supervisor in the form of a time sheet.
- A presentation to the ESIL program.
- Additional or different requirements may be required by the site supervisor and/or ESIL program depending on the internship. Any changes to the above requirements will be discussed with you in advance of enrolling in the internship course.

ADDITIONAL QUESTIONS? Contact your ESIL advisor.

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