
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:

- o Learn about the process for finding an internship that matches your interests and major.
- o 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; see examples on the back)
- **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?

START HERE:

1. Report your Internship Experience in Handshake:

- Log into your [Handshake Account](#).
- Click “Experiences” (left navigation bar) and “Report an Experience” (top right).
- Fill out all the information about your internship experience.
- Click “Next Page & Create Experience”



2. Schedule an Internship Appointment with your Internship Advisor through [Handshake](#).

- Click “Appointments” (left navigation bar), then click “Schedule a New Appointment.”
- ***Never been in our office before? Call our front desk to schedule at 303-315-7258.***

***See back page for eligibility and requirements**

- **STUDENT ELIGIBILITY:** Students must have completed, at minimum, 15 credit hours. Cumulative GPA at CU Denver must be at least 2.75 prior to beginning the internship.
- If either requirement is not met, the student may proceed with the appeals process.
- **INTERNSHIP ELIGIBILITY:** In order to qualify for academic credit, internships *must* be related to the student's area of emphasis (major).
- Students can only obtain credit for an internship by participating in the coursework the same semester as the internship; retroactive credit is not available.
- 3-credit hour internships require at least 135 hours of actual time "on the job", 90 hours for 2 credits and 45 hours for 1 credit.
- Fall and Spring semester internships require student to participate in the internship "on the job" for at least 10 weeks; Summer semester internships require at least 6 weeks of time "on the job" at the internship.
- The Experiential Learning Center at CU Denver administers the Internship Program and will oversee the administrative processes and course registration for internship placements.
- Adhere to CU Denver code of conduct and internship policies as set by site supervisor, ELC, & faculty sponsor.
- All student 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. All paperwork and electronic approvals must be completed before a student starts their internship.

Local Employers Related to Immigration (this list is not exhaustive):

Review organizations and discuss top picks with Peter Kopp or Kelli Rapplean

- Padres y Jovenes Unidos (see on Handshake)
- Colorado Latino Leadership, Advocacy & Research Organization (See website under employment opportunities) African Community Center (<http://www.acc-den.org/intern/>)
- Café Cultura
- American Friends Service Committee
- Colorado Immigrant Rights Coalition
- El Centro Humanitario
- Servicios De La Raza
- Colorado Organization for Latina Opportunity and Reproductive Health
- Asian Pacific Development Center
- Towards Justice
- The Meyer Law Office
- Project Worthmore

Immigration Studies Certificate Advisor:

Dr. Peter A. Kopp
 Student Commons Building – Office 3124
Peter.Kopp@ucdenver.edu

ELC Internship Advisor:

Kelli Rapplean
 303-315-7258
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