



## DO YOU WANT AN INTERNSHIP?

---

### START HERE!

- **Attend a 30-minute Internship Workshop** offered by the Experiential Learning Center (ELC) via Zoom or in Tivoli 339. During the workshop you will:
  - Learn about the internship process and guidelines.
  - Learn how to utilize *Handshake* and other resources to search and apply for available internships.  
*Register in the “Events” section on Handshake ([ucdenver.joinhandshake.com](https://ucdenver.joinhandshake.com))*

### SEARCH

- **Informational Interviews/Network**—talk to family, professors, alumni, and professionals in your field of study; join a student organization, explore professional or trade associations, etc.
- **Handshake**—Remember to search using different filters—keywords/titles, internship, location. Searching with multiple approaches will provide a more robust list of internships on Handshake.
- **Mass Search Engines**—Google.com (Google for Jobs), LinkedIn.com; Internships.com; Glassdoor.com; etc.
- **Research Local Companies**—LinkedIn; Google Search; Buzz File; Glassdoor, Denver Business Journal, etc.

### APPLY

- Before you start applying for internships, have your resume reviewed. Then tailor it each time you apply.
- If you aren't getting interviews after 10–20 applications, schedule an appointment to get help with your resume.
- **Keep applying for internships until you receive an offer and accept it.**

## DO YOU HAVE AN INTERNSHIP?

---

### 4-STEPS TO ENROLL IN AN INTERNSHIP COURSE 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 internship supervisor.
  - **Faculty Sponsor:** Dr. Molly Nepokroeff. *Please contact Dr. Nepokroeff ([molly.nepokroeff@ucdenver.edu](mailto:molly.nepokroeff@ucdenver.edu)) to go over your internship before reporting it in Handshake.*
  - **Internship Course Number:** BIOL 3939 (Undergrad) or BIOL 5939 (Grad).
  - **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 your Internship Advisor. To schedule an appointment through Handshake:

- Click on Career Center, then Appointments, then Schedule a New Appointment.
- **OR** email the ELC at [experiential.learning@ucdenver.edu](mailto: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.

- Your advisor 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 (Internship Advisor) [Paul.Worthman@ucdenver.edu](mailto:Paul.Worthman@ucdenver.edu)

**SEE BACK PAGE FOR INTERNSHIP ELIGIBILITY AND REQUIREMENTS**

# BIOLOGY 3939 Internship Guidelines

## For Bachelors of Science (BS) Majors and Biology Minors

- Students wishing to complete an academic Internship Experience must request their experience via Handshake; this experience must then be approved by both the student's Site Supervisor and Faculty Sponsor. This document is a contractual learning agreement in which all parties agree to participate in the student's Internship Experience.
- To obtain an internship, the University of Colorado Denver College of Liberal Arts and Sciences Internship Guidelines and Requirements must be satisfied:

### Do I meet the minimum Biology requirements?

- \_\_\_\_\_ Declared Biology Major or Minor
- \_\_\_\_\_ Current cumulative **GPA of 2.75** or better\*
- \_\_\_\_\_ 15 credit hours completed at CU Denver\*
- \_\_\_\_\_ Passed Gen Bio I and II with a **C-** or higher
- \_\_\_\_\_ **Anschutz Medical Campus Interns:** Completed a mandatory EH&S training prior to start date

\*Please note that there is an appeals process for students who do not meet the minimum requirements. Please speak with your advisor for more details.

### Will my Internship Experience meet the minimum Biology requirements?

- \_\_\_\_\_ Internship Experience is directly related to the Biology academic curriculum (internship can be paid or unpaid!)  
\*Students are **required** to meet with Dr. Nepokroeff, the Biology Faculty Sponsor, to review internship details and verify internship will meet BIOL criteria.
- \_\_\_\_\_ Minimum of **135 hours at the Internship to receive 3 credit hours** (90 hrs. for 2 credits, 45 hrs. for 1 credit)  
\*Students can take a maximum of 6 credit hours of Internship Experience for academic credit; after this maximum is reached, students are only eligible for not-for-credit internships.
- \_\_\_\_\_ 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.*

#### **Biology Faculty Sponsor:**

Dr. Molly Nepokroeff

Science Building : 2107

[molly.nepokroeff@ucdenver.edu](mailto:molly.nepokroeff@ucdenver.edu)

#### **ELC Internship Advisor:**

Paul Worthman

Tivoli 339

[paul.worthman@ucdenver.edu](mailto:paul.worthman@ucdenver.edu)