

Important information for all students interested in an internship and BIOL 3939.

The Overall Process

- Students are responsible for finding their own internships, however, the Experiential Learning Center (ELC) maintains a list of current potential internships in Handshake for you to browse (see below for tips on How to Find an Internship)
- Obtaining an internship can be a lengthy process and can take anywhere from 2-12 weeks prior to the start of the internship, however we will work with you if you are on the shorter end of the time frame!
- For some competitive internships (e.g. summer REU programs, etc.), the process may need to begin 1-2 semesters before the start of the internship (please see the Integrative Biology Internships website for a current list: <https://clas.ucdenver.edu/integrative-biology/people/internships-biol-3939>)
- It is up to the student to ensure that the process is started early enough to complete all the necessary requirements and meetings to obtain an internship by the desired start date, which follow the academic semester calendar

This process may include several appointments with a variety of individuals, as well as time and effort on the behalf of the student. This process will include, but is not limited to, the following steps...

- Step One: scheduling an appointment with an Experiential Learning Center (ELC) advisor Matt Smith
- Finding an appropriate internship (this is up to the student, but the ELC advertises many openings via Handshake, so that is a good place to start)
- Composing a current resume and cover letter (may or may not be necessary, but ELC can help with this)
- Sending the resume and cover letter or introductory email to your prospective internship site supervisors (Dr. Nepokroeff can help you draft a professional email, see her contact info. below).
- Interviewing with the site supervisor (if selected for an interview): your prospective supervisor is likely to want to meet you in person before they hire you for an internship
- Completing the corresponding paperwork/Learning Agreement (with the ELC advisor, the site supervisor and the Integrative Biology advisor will approve/decline through Handshake)
- Fulfilling of all of the training requirements set by the ELC and/or the site supervisor

How to find an Internship:

Students are expected to find and secure their own internship positions, but Integrative Biology's Internship Coordinator, Dr. Molly Nepokroeff (see below) or Matt Smith at the ELC can be contacted for advice and suggestions. You can help Matt and Dr. Nepokroeff by telling them about you and your interests in an email.

Think of some answers to questions like these:

During what semester could I undertake an internship?

- How many credit hours should I look for?
- How many hours/week would I be available?
- How willing/able am I to commute outside of the Denver area?
- What types of skills do I have that prepare me for an internship? (laboratory skills, GIS, research methods, good writing ability, etc.)?
- What would I like to learn in your internship?

A great place to start is the ELC's list of potential current internships available on Handshake and you may also check the EURECA! Work Study position advertisements even if you don't have work study, In this case, the internships will not be paid as workstudy, but you can still do them and get course credit. Please also see the bulletin board outside the Integrative Biology office in Room SI 2071 for some additional opportunities (e.g. Global Internships, etc.)

How many hours do I have to work at the Internship? The internship course requires you work three hours per week per credit that you sign up for (45 hours total per credit spread out over the semester). You may register for up to three credits per semester of BIOL 3939 Internship. You may use up to six credits of internship course towards your upper division Integrative Biology electives. You will work out the specifics of time and dates of your work during the semester with your site supervisor.

How to Register for Course Credit for Internships

You will need to schedule several meetings to get set up to register your internship for course credit.

ELC advisor – the first meeting to begin the process is with an ELC advisor. Currently Matt Smith (matthew.r.smith@ucdenver.edu) is the advisor for Integrative Biology. Please email Matt or make an appointment with him directly through Handshake. You may be required to take a training for Handshake before you can complete the Learning Agreement form for your internship. The ELC will provide you with the details for completing the Learning Agreement paperwork necessary for doing an internship for course credit.

Internship site supervisor – You will need to reach out to your potential site supervisor via email or phone (and/or via Handshake) to express your interest in doing an internship for course credit. You will likely need to meet your supervisor on site first to interview for the position. If you are selected, then you will also need to meet with the site supervisor prior to beginning the internship to discuss in detail the duties and responsibilities of the internship experience. During this meeting, the student and site supervisor must complete the first and second page of the Learning Agreement, a document provided by the ELC that records the contact information for the student and site supervisor as well as a detailed description of the duties and responsibilities of the internship position.

Department of Integrative Biology faculty sponsor – Please reach out to Dr. Nepokroeff (see below) to provide her your details and interest in a given internship position. Dr. Nepokroeff will ensure that the internship selected is biologically relevant and can be approved for credit through the department and will approve or decline the internship position request via Handshake, but you do not need to schedule a meeting with her in person. In order to qualify for BIOL 3939, the student must have passed General Biology I and II with a C or higher, have a GPA of 2.75 or higher, and be a declared Integrative Biology major.

Please feel free to contact Dr. Nepokroeff (molly.nepokroeff@ucdenver.edu) at any time during the process if you have questions or need help.