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)

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) 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.

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

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.**

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<thead>
<tr>
<th>Biology Faculty Sponsor:</th>
<th>ELC Internship Advisor:</th>
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<tbody>
<tr>
<td>Dr. Molly Nepokroeff</td>
<td>Paul Worthman</td>
</tr>
<tr>
<td>Science Building : 2107</td>
<td>Tivoli 339</td>
</tr>
<tr>
<td><a href="mailto:molly.nepokroeff@ucdenver.edu">molly.nepokroeff@ucdenver.edu</a></td>
<td><a href="mailto:paul.worthman@ucdenver.edu">paul.worthman@ucdenver.edu</a></td>
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