



**UC Denver Experiential Learning Center**  
Tivoli 260  
303-556-6656  
[www.cudenver.edu/exl](http://www.cudenver.edu/exl)

## Internship Procedures

### Internship Checklist

- \* Register with the Experiential Learning Center (ELC) by making an appointment with an Internship Advisor.
  - o Call 303-556-6656 to schedule a 1 hour appointment.
- \* During your appointment you will:
  - o Learn all you need to know about internships.
  - o Gain access to InternLink, the University's internship database.
  - o You may also have your resume reviewed during this appointment, so bring that with you as well.
- \* Utilize InternLink and other sources the ELC has available (on the web and in their career library) to view available Internships.
  - o Most semesters there are between 600-700 active, prescreened internships available
- \* Begin applying for available Internships through InternLink (the ELC's online internship database) or other contacts that you might have on your own.
  - o *Please note: if you find your own internship that is not currently listed on InternLink please call the Experiential Learning Center 303.556.6656 to have it approved **before you accept the position.***
- \* Once you have found an internship, secure a faculty sponsor
  - o List of eligible faculty available from Career Advisor, Internship Coordinator, InternLink or CAM Advising
- \* Complete Learning Agreement and obtain all necessary signatures, including faculty sponsor, Department Chair and Internship site supervisor
- \* Make an appointment with your Internship Advisor (TIV 260) 303-556-6656 to submit completed Learning Agreement
- \* After reviewing your Learning Agreement, the Advisor will complete your Add slip for registration
- \* Adhere to all Internship policies and procedures, as set by site supervisor, ELC & faculty sponsor
- \* Start working and have fun!
  
- \* Upon completion of your internship don't forget to ask your employer for a letter of recommendation and update your resume with the new skills you acquired!

### NOTE - To qualify for an Internship, you must:

- Have a minimum 2.75 GPA
  - o Note that some departments have additional requirements, such as major-area GPA or specific coursework.
  - o Contact CAM Advising (CAMadvising@cudenver.edu) or the ELC for specific information for your major.
- Have junior class standing (60 total credits or more completed) and be at junior level in your major-area coursework