

Overview of Internships

To *qualify* for an internship, you need a 3.0 overall GPA.

To *complete* an internship, you need to be able to document 135 hours of work for 3 credits, or 9 hours per week over a 15-week semester (double that for 6 hours of credit or for a summer semester).

To *receive credit*, you need to:

Securing an internship:

1. *Read and review* all internship documents.
2. *Complete* the internship application form and email it to the Internship Director, along with a copy of your transcript documenting that your overall grade point average is 3.0.
3. *Set up* an appointment with the Internship Director to discuss the focus, goals, and search strategy for your internship.
4. *Meet* with your internship supervisor from the hosting organization. During this meeting, you should discuss the following documents: a) internship supervisor's letter, b) internship job description opportunity form, drafted first by you for your discussion with the supervisor, c) internship agreement form, signed by you and your supervisor, and d) internship evaluation form.
5. *Submit* the following completed forms: a) Student internship agreement, b) Description of internship, and c) Insurance form, after following the instructions regarding contacting the Public Safety/Risk Management Office for UCCS at (719) 255-3525.
6. *Submit* the name, title, organization, address, phone, and email for your internship supervisor to the internship director so that a formal letter for the internship can be sent to him/her.
7. Once these steps above have been completed, then you will receive the permission to register code.

During your internship:

8. Keep track of your internship hours. Be sure to use the spreadsheet provided in the Canvas assignment.
9. Throughout the semester, you will submit a bi-weekly report of your internship experience via Canvas. At the end of your internship, you need to submit: a) the documentation of your 135 hours of work for your internship organization, b) your portfolio showing samples of the work and projects to which you contributed, and c) a short paper (3-5 pages) summarizing the major learning points that you acquired, integrating focused and selected concepts or theories from your course work in your track.
10. At the end of your internship, schedule a performance evaluation meeting with your internship supervisor to review your performance.
11. Have the supervisor complete the Intern Evaluation Form and email a copy to Janice Thorpe (jthorpe@uccs.edu).