

## ABOUT THE UNIVERSITY

*Frequently Asked Questions continued—*

**Q: How will my work be evaluated?**

A: The employer will assist in the development of learning objectives and is responsible for providing a written evaluation of the intern's performance at the end of the experience. Students will submit weekly activity reports and an internship portfolio to the Internship Coordinator.

**Q: Do I have to complete my internship in Grand Junction?**

A: No, students have the opportunity to work all over the United States and in some cases, internationally.

A comprehensive university in Grand Junction, Colorado Mesa University provides rigorous educational opportunities through small class sizes and a high level of student/faculty interaction.

Students have the opportunity to build one-on-one relationships with professors dedicated to providing the tools to succeed. An education at CMU offers value through more than 70 undergraduate and graduate programs that enable students to discover and pursue their dreams.

Since the institution was founded in 1925, it has been guided by a commitment to providing the highest quality education in a student-centered environment. This principle continues to lead the university into the future.

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## Internships STUDENT GUIDE

### Internship Work-Site Requirements

One academic credit hour = 45 work hours

Three academic credit hours = 135 work hours

Six academic credit hours = 270 work hours

## INTERNSHIP PROGRAM

### About the Program

The internship program through the Davis School of Business at Colorado Mesa University is sometimes called a Cooperative Education credit. This means that students can actually earn college credit toward their degree by working in their chosen field of study prior to graduation. But just like any other credits earned while in school, students must first enroll in the course and then pay for it by credit hours earned. A three-hour internship will cost the same as any other three-credit class: a six-credit internship will cost the same as two classes. Unless an internship is specifically required by a student's concentration option, these college credits most often serve as upper division Business electives.

Students wishing to explore these credit opportunities should first meet with their academic advisor to see how the course credits will fit into their program sheet for their degree concentration.



### Career Opportunities

Once the student and their advisor agree that an internship is a viable option for their degree concentration, the next steps are:

- Start looking for an employment opportunity that could serve as an internship.
- Meet with the Internship Coordinator to get enrolled in the course.

### Where to Find Internships

Students are responsible for finding positions and then having them approved through the Internship Coordinator. The job must be related to the student's field of study. Online "intern" searches, contacts through family and friends, instructors within the Business Department, and the Internship Coordinator may all have good leads on jobs related to your discipline.

One online internship search tool is Handshake, available at [coloradomesa.edu/career/students/handshake](https://coloradomesa.edu/career/students/handshake). Handshake helps connect students to employers, and employers to students. Complete your free profile and start looking for an internship.

### Frequently Asked Questions

**Q: What exactly is an internship?**

A: An internship is a job opportunity in your field of study for which you are earning college credit. It has a specified start date and end date which runs in conjunction with the semester start and end dates. Most internships are run during the summer semester.

**Q: Can I just show the university that I have a job and then get credit for it?**

A: No. Business internships must be approved in advance through the Internship Coordinator who will have you complete an Independent Learning Contract and explain the assessment criteria.

**Q: Are internships paid?**

A: Sometimes. Payments help offset the cost of courses, so paid internships are encouraged but not required. Students should discuss Workers' Compensation Insurance with their Internship Coordinator.

**Q: How many credits can I earn for doing an internship?**

A: Generally, Business students can earn one to six credits for their work experience. One credit hour requires 45 work hours. Three credit hours require 135 work hours. Six credit hours requires 270 work hours.

— *Frequently Asked Questions continued on other side*