

Internships are temporary positions with an organization or business that are designed to provide on-the-job training in the student's field of study. Internships may, or may not, be completed by students for academic credit. Both types of internships (for-credit and non-credit) may be advertised at Colorado Mesa University.

## Advertising Job and Internship Opportunities

### Handshake

Career Services utilizes [Handshake](#) - a modern online platform for college recruiting. Handshake offers companies a user-friendly template to post job and internship opportunities and the ability to search for students and connect with them through direct messaging. Students can log in to their Handshake accounts to search for, view, and apply to internships posted there. Career Services emails local internships posted in Handshake directly to students on a weekly basis. Create your employer account on Handshake by visiting <https://app.joinhandshake.com/register>, and then select the "Employer" account from the options presented.

### On-Campus Recruiting Program

Companies may visit the CMU campus to speak with students and recruit them for job and internship opportunities. To schedule a visit, contact Career Services at 970-248-1404.

The following services are available by request:

- Reserve an information and recruitment table in the main hallway of the University Center
- Reserve a room for interviewing or a company information presentation

We provide these services for scheduled visitations:

- Provide students with company literature you supply
- Send an email to students announcing your visit
- Post the visitation on our Upcoming Events web page

### Career Fairs

Spring Career Connections Fair is held in March in the University Center Ballroom for students, alumni, and community members. This fair provides a venue for job and internship seekers to meet and/or interview with a variety of different companies for opportunities that are available locally, in the surrounding areas, and nationwide.

Fall Job Fair is held in September. Students are interested in learning about employment both full and part-time; as well as internship, scholarship, career, and volunteer possibilities with various companies during the school year.

### Faculty Internship Coordinators

Faculty Internship Coordinators assist in advertising all internships to students within specific disciplines. In order for a student to earn academic credit for an internship, the department Faculty Internship Coordinator must approve it. Please see the list of Faculty Internship Coordinators on our [website](#).

## Internship Guidelines

1. Internships may be academic (for-credit) or non-academic, and paid or unpaid. Any type of internship is permissible to advertise at Colorado Mesa University\*.
2. Differences between academic (credit-bearing) internships and non-academic internships:

### Academic Internships

- Students earn academic credit toward their degree
- Students gain relevant professional experience
- Internship may be
  - Paid or unpaid\*
  - Full-time or part-time
  - Local, national, or international

### Non-Academic Internships

- Students gain relevant professional experience without earning academic credit toward their degree
- Internship may be
  - Paid or unpaid\*
  - Full-time or part-time
  - Local, national, or international
  - Preferable if you do not need additional credit hours

*\*Unpaid internships in for-profit organizations are subject to scrutiny by the Department of Labor. Such organizations are encouraged to review the [Fair Labor Standards Act on Internships](#) and the [NACE New Guidelines for Internships: The Unpaid Intern Test](#).*

3. Credit Hours for Academic Internships = Work Hours
  - For every hour of course credit, 45 clock hours of student work must be completed
  - Below is the internship (work) hours required to earn the credits

| Credit Hours | Work Hours |
|--------------|------------|
| 1            | 45         |
| 3            | 135        |
| 6            | 270        |
| 9            | 405        |
| 12           | 540        |

4. While the student is engaged in an academic internship, the employer is responsible for:
  - Signing an Internship Agreement form provided by CMU that outlines the agreed-upon conditions of the internship
  - Providing an experience supporting the Internship Agreement, learning objectives, and appropriate clock (work) hours
  - Providing a supervised learning experience that helps the student grow in their field
  - Encouraging professionalism by developing the student's communication, interpersonal, decision-making, and other skills
  - Maintaining regular and open communication between the student and the Faculty Internship Coordinator
  - Completing the Internship Site-Supervisor Evaluation form provided by CMU at the end of the internship