Experiential
Learning
Center
Tivoli Student Union, Suite 260
Phone: 303-556 6656
www.ucdenver.edu/elc
University of Colorado Denver

TIMELINE FOR PLANNING AN INTERNSHIP or CO-OP

What to Do	When	Who to See
Set internship/co-op goals; visit academic advisor & faculty advisor to determine eligibility and how an internship/co-op fits into your degree program.	One – two semesters prior to beginning your internship/co-op	Academic Advisor Faculty Advisor
Review the Online Internship/Co-op Orientation on the Experiential Learning Center website and register on *InternLink*: www.ucdenver.edu/elc	As soon as you consider doing an internship/co-op	Experiential Learning Center (ELC), TIVOLI 260
Meet with your Internship Advisor at the ELC for assistance with your internship search.	As soon as you consider doing an internship/co-op	ELC – Internship Advisor, TIVOLI 260
Create or update your resume and cover letter and have them reviewed. Practice your interview skills with an online practice interview.	As soon as you consider doing an internship/co-op	Career Center, TIVOLI 259
Upload your resume to your *InternLink* profile. Also upload any other required documents such as cover letters, transcripts writing samples, etc.	Prior to beginning your internship/co-op search	*InternLink* ELC
Research potential internship and co-op opportunities. Network with associations, potential employers, student clubs, etc. Develop a target list of places to apply.	Semester prior to beginning your internship/co-op. Competitive internships require an earlier start	ELC – Internship Advisor, *InternLink*, academic department, internet resources, family and friends
Apply to prospective internship/co-op sites; conduct interviews; make decision. Accept an offer.	Beginning to middle of semester prior to internship/co-op	*InternLink*, ELC – Internship Advisor, potential site supervisors
Complete your Learning Agreement; obtain all required signatures. (Required for internships and co-ops).	Middle of semester prior to the start of your internship – through drop/add period	Internship advisor, faculty sponsor, Internship/co-op site supervisor
Meet with Internship Advisor to register internship/co-op with Experiential Learning Center. Obtain add slip from Internship Advisor if you plan to earn academic credit.	Middle of semester prior to internship through drop/add period	Internship Advisor, Registrar (if earning credit)