



# DANIELS INTERNSHIP GUIDELINES

Internships integrate knowledge and theory learned in the classroom with practical application and skills development in a professional setting. The following steps will prepare you to secure the best internship opportunities, maximize experiential learning goals, and create successful outcomes for both you and your employer.

## Step 1: Apply, Interview & Secure Internship

- Schedule an appointment with a Career Advisor and start your internship search via Pioneer Careers (<https://www.du.edu/pioneercareers>).
- Many employers recruit for summer internships in the fall quarter. Make it a point to attend the fall employer information sessions and career fair. Check the *Events* tab in Pioneer Careers for details.  
*\*International students must sign up for an internship course as part of the CPT process to obtain an internship while on a student visa (<http://www.du.edu/iss/media/documents/forms/cpt.pdf>).*

## Step 2: Register (for-credit internships only)

- Complete the Experiential Learning Registration Form, signed by your employer and Faculty Liaison, and submit it to the Registrar's office:  
<http://www.du.edu/registrar/media/documents/experientiallearning.pdf>.

Faculty Liaisons for each academic department:

- Accounting: Tom Hall ([tom.hall@du.edu](mailto:tom.hall@du.edu))
- Business Information & Analytics: Kellie Keeling ([kkeeling@du.edu](mailto:kkeeling@du.edu))
  - *Must register for credit BEFORE internship begins*
- Finance: Ali Machado ([ali.machado@du.edu](mailto:ali.machado@du.edu))
  - *Prerequisite: FIN 2800*
- Hospitality: Stephanie Van Cleve ([stephanie.vanclave@du.edu](mailto:stephanie.vanclave@du.edu))
  - *Prerequisite: HOSP 1200*
- Marketing: Greg Wagner ([gregory.wagner@du.edu](mailto:gregory.wagner@du.edu))
- Management: Andrew Schnackenberg ([andrew.schnackenberg@du.edu](mailto:andrew.schnackenberg@du.edu))
- Real Estate & Built Environment: Candace Rusk ([candace.rusk@du.edu](mailto:candace.rusk@du.edu))
- General Business or Elective Credit: Greg Grauberger ([ggrauber@du.edu](mailto:ggrauber@du.edu))

*\*INTB majors should select a department that most closely aligns with their career emphasis or pursue elective credit through the General Business core.*

## Step 3: Taylor Internship Scholarship/Daniels Alumni Grant

The Taylor Internship Scholarship is available for Daniels students with financial need (as determined by FAFSA and CSS profile) who are completing internships, paid or unpaid, for academic credit. Students who meet the eligibility requirements will receive a scholarship to offset the tuition cost of internship credits.

The Daniels Alumni Grant for Unpaid Internships Program awards grants to students who are working a minimum of 100 hours at an unpaid internship. Taking internship credit is optional.



#### Step 4: Fulfill Academic Requirement

- Develop learning outcomes:
  - Identify specific, challenging duties and responsibilities with your employer prior to beginning the internship, and familiarize yourself with their practices.
  - Strategize with your employer to develop projects that will provide professional experience needed for future job opportunities and career success.
  - Work to gain understanding of your chosen industry and clarify your career goals.
- Complete the academic requirement as detailed by your Faculty Liaison in a timely manner after the completion of the internship experience.

**Please note that you can only count 10 hours of internship toward the total hours you need to graduate.**

#### Legal Issues Regarding Unpaid Internships:

The Department of Labor has set firm guidelines regarding compensation for internships.

For additional information, please see <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>.

#### Workers' Compensation:

Colorado law stipulates that student interns in paid internships are considered employees and are covered under the Employer's Workers' Compensation insurance. Interns earning academic credit are covered by the University's insurance. More details can be found at: <https://www.colorado.gov/pacific/cdle/internships>.

### Contact us:

For scholarship eligibility verification or general questions, please contact:  
Angie Jimenez ([angie.jimenez@du.edu](mailto:angie.jimenez@du.edu) or 303.871.3067).

Daniels Career Services  
[danielscareers@du.edu](mailto:danielscareers@du.edu) | 303.871.3911