REGISTERING AND FINDING AN INTERNSHIP

1. **Create a Resume and Cover Letter.**
   a. Click here to see tips and examples for creating a resume and cover letter from the CU Career Services office.
   b. Create a draft cover letter and obtain references.
   c. Develop a portfolio of your work. This will include a range of work, including sketches, final presentation boards, and other well-crafted representations of your skills and ideas.
   d. Schedule a resume review with John Lanterman or someone in Career Services. Bring a printed copy of your resume and portfolio. Plan to spend about 30 minutes reviewing.
   e. Upload your resume to our online system (See STEP 2.a.v below).

2. **Get an internship**.
   a. Once you have determined you are eligible to receive academic credit and have prepared a resume, portfolio and cover letter, start searching for internships.

      i. Search the ENVD Career Services website: www.myinterfase.com/cuboulder_envd/student

      ii. To search the ENVD Career Services website, first create your profile.
         1. On the top gold navigation bar, click "My Account" ☒ "My Profile".
         2. Use the "Edit Profile" tab to update your profile information.

      iii. Upload your resume. Click "My Account" ☒ "My Documents" and use the "Add" links to upload the documents you would like.

      iv. Create a job search on the ENVD Career Services Website
         1. Click "Job Search" ☒ "Click here to search jobs!"
         2. Click "Advanced Search" (blue link).
         3. Fill in boxes with specifics, especially "category".
         4. Click "Save Search" OR "Email Me New Jobs", then name your search and save. An updated list of internships matching your search preferences (a "Job Agent") will be emailed to you once a day. **We strongly recommend you create a "Job Agent" to easily access current jobs on our system. **

      v. When you find a job or internship you want to apply for, read the employer's application instructions carefully. In most cases, you will apply directly to the employer via email.

      vi. If you do not find an internship on the ENVD Career Services website, you should search the web and apply to individual companies and organizations that you are interested in. Remember, employers must comply with ENVD internship requirements. Check with John Lanterman to make sure the internship is acceptable.

STEP 3: GET ACADEMIC CREDIT & YOUR GRADE

1. Report your internship for academic credit. *Reporting your internship online is MANDATORY to receive credit. *** Be sure to select the appropriate term, i.e., fall/ spring/summer, and course code. ****

    a. For elective internship credit (ENVD 4939 Section 801), the Internship Director, John Lanterman, will be the faculty person responsible for evaluations and grades. Bring the Faculty Supervision Form to request supervision of your internship, discuss supervisory requirements and sign the form with him. This form will be kept on file.

    b. If you are doing an internship and it is not for credit, you will still have this approved. Bring the Faculty Supervision Form to John Lanterman to sign and keep a copy.

    c. Log in to the ENVD career services website to report your internship.
        i. Log in to your profile. If you don't yet have a profile, see section 2 above to create one.
        ii. On the left-hand menu bar, click "I want to… Report an Internship for Credit."
        iii. Fill in all fields, including faculty supervisor, work supervisor, the term in which you will be completing your internship, and the type of class credit you need (i.e.: ENVD 4063, etc).
        iv. Fill out the Educational Objectives section.
        v. Fill out the Internship Learning Plan.
        vi. Your faculty supervisor, internship employer, and ENVD staff will be prompted via email to confirm your internship and register you for credit.
        vii. You will receive an email confirmation from Lindsay Schumacher once you are registered for credit.

    d. Evaluations: How is your internship grade determined?
        i. Your faculty supervisor uses the following information to determine your grade:
            1. Your compliance with his or her faculty supervision requirements.
            2. Your employer's midterm and final evaluation of your performance. Your internship employer will be prompted via email to fill out a midterm and final evaluation. Internships are graded Pass/Fail.

2. You will evaluate or "rate" your own internship at the end of semester using the Internship Evaluation Form. You will be prompted via email to fill this out. Thank you for your participation!