



UNIVERSITY *of*
DENVER

JOSEF KORBEL SCHOOL OF INTERNATIONAL STUDIES
Office of Career and Professional Development

Internship Policies and Procedures

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Internship Policies and Procedures

COVID-19 Updates: Beginning Summer 2021, permission to register an internship conducted abroad will be granted on a case-by-case basis. Domestic travel is permitted at this time. The review process begins with submitting an Internship Approval application on PCO. For questions, please email kobelinternships@du.edu.

Importance of the internship experience: The Josef Korbel School of International Studies (JKSIS) recognizes the importance of practical experience as an integral component of a student's education. The Office of Career and Professional Development (OCPD) is here to help you through the process of acquiring an internship to satisfy your degree requirement including helping you with search strategies. Please email questions to kobelinternships@du.edu.



An internship should both complement your academic field of study and relate to your career goals. Through internships, students will:

- Apply acquired academic theory, knowledge, and skills to professional practice
- Further develop knowledge and skills needed to work effectively in the field
- Gain greater understanding of the private, public, or nonprofit/NGO sectors
- Build a network of professional contacts
- Develop career-related skills applicable to the future job search

Internship key components: While there is a great deal of variety in internship opportunities, there are five primary requirements for approved experiences.

Internships must:

- Be completed during a students' degree program
- Involve substantive, graduate-level, degree-relevant, and project-based work for an organization that extends classroom learning and furthers a student's professional development and career goals
- Involve a minimum of 150 hours of work
- Be completed with one organization which is not the University of Denver or a family-owned organization/business
- Involve training and supervision by a member of the organization's staff or Board of Directors at a location outside of your supervisor's home office

Internship requirement: All MA and MPP programs at the Josef Korbel School of International Studies require an internship, which must be registered for either 0 or 4 credits through the Office of Career and Professional Development (OCPD). An exception to this requirement is granted to Coverdell Fellows, who complete a practicum instead. See the Peace Corps Program section of the [Master's Handbook](#) for details.

IIC internships are managed through the Department of Media, Film and Journalism Studies but students may be eligible for funding through Korbel's OCPD. For questions about internship approval, please contact Professor Erika Polson at epolson@du.edu.

While all students are highly encouraged to pursue internships to enhance their professional development, students may petition to be exempted from the internship requirement if:

1. You are entering Korbel with substantial degree relevant experience, typically at least 5 years.
2. Have a confirmed job offer in a sector in which you had been working prior to beginning the Josef Korbel degree.
3. Sponsored by a foreign government whose terms of study discourage internships.

Students must complete the [online form](#) to make this request. It will then be sent to the degree director who will make the decision.

Registration Policies: Internships managed by the Josef Korbel OCPD must be submitted for approval through the Experiential Learning link on PCO **before starting** your experience.

- Students may register multiple internships, however only one internship may be registered for 4 credits, with any additional internships registered for 0 credits. If you are in a dual degree program, you may only be able to register an internship for 0 credits. Please refer to individual degree/certificate program sections of the [MA Handbook](#).
- Standard DU tuition will be charged for 4-credit internships in the quarter the internship is registered, including those registered in the summer quarter. There is no charge for 0 credits.
- Internships are registered for the quarter in which work begins, but you may take as long as you need to complete the 150+ hours and submit your required assignments. Your internship will stay open and show as “In Progress” until the 150+ hours are completed, the required assignments are submitted, and a close-out review has been scheduled with an OCPD advisor. (Please see **course syllabus** for additional information).
- Hours completed prior to OCPD approval **cannot** be counted toward the total hour requirement.
- When your internship is approved, the OCPD will officially register you for the course INTS 4981. This course follows the same DU-wide academic policies as all other registered courses for completion and drop/add deadlines, so please be aware of timelines and consequences of late withdrawal should you not complete the internship.
- If you encounter changes to your internship after it is approved (e.g., start/end dates, organization, location), you must notify and get approval from the OCPD before continuing your internship.
- On-campus internships **CANNOT** be used to fulfill degree requirements. These internships can be registered for 0 credit hours. Please contact korbelinternships@du.edu if you have an opportunity for an on-campus internship.
- After completing 150+ hours and submitting closing assignments on PCO, a “Pass” grade will be submitted for the quarter in which you were registered.
- You will **NOT** be able to graduate with an In-Progress (IP) internship on your transcript. Students must complete the requirements for a Pass grade or choose to accept a Fail for the course. If the employer terminates an internship for cause, students may receive a Fail grade for the internship. If any problems arise during an internship, please contact OCPD immediately at korbelinternships@du.edu.



Funding Opportunities: Korbel is fortunate to have support from the Paterson, Social Science Foundation, and Liebich Internship Funds to provide financial assistance for un/underfunded and international internships (when travel is required). You can apply for funding by submitting a budget for your proposed experience through the Internship Approval Form when applying to register the internship on PCO. Awards can only be used for travel, housing, and daily expenses related to a registered internship, and cannot be used to pay tuition, 3rd party program fees, or other fees related to coursework through the University of Denver.



To be eligible for funding, students must:

- Be a current student enrolled in a Korbel MA program, including IIC
- Be in good judicial and academic standing with a minimum GPA of 3.0 and no incompletes on your transcript (if you do not meet this criteria, please email us at korbelinternships@du.edu or schedule an appointment with an OCPD advisor to review your situation)
- Have an approved internship registered for a minimum of 0 credits

How do I register an internship?

- Secure an internship offer with offer letter from your employer.
- Complete and submit the Internship Approval Form via [PCO](#). Once logged in, click on the Internship Approval on the left-hand side. After clicking "Internship Approval" select "New Opportunity" and complete the online form. Please DO NOT "Report Experience" under the Outcomes tab.
- As part of the Agreement Form students need to submit a signed offer letter on organizational letterhead. The following information should be contained in the offer letter:
 1. Internship offer confirmation
 2. Internship position title
 3. Overview of specific responsibilities
 4. Learning objectives
 5. Training provided by the organization
 6. Internship location(s)
 7. Supervisor contact information
 8. Anticipated total # of hours you will contribute
 9. Internship start/end dates

Registration deadlines: Requests for internship approval later than Week 5 of the quarter may not be approved for registration until the following quarter.

What if I need a verification of student status? OCPD can provide individual Student Status Verification Letters and signatures on internship agreements as well as Memorandum of Understanding (MOU) documents. To request a student status letter, please email korbelinternships@du.edu detailing the specific information you need included in the letter. If you have a document from your internship employer that needs

to be signed by Korbel, please email korbelinternships@du.edu and upload the document you need signed. Please allow 1-2 days for student status verification letters, and up to several months for Agreements/MOUs.

Closing out your internship: After completing 150 hours, students need to complete several assignments outlined in the **INTS 4981 syllabus**. Information can also be found on the *Documents and Forms* tab of your *Internship Approval* form on PCO. The final assignment is to schedule a close-out meeting with one of our career advisors which is done on PCO or by emailing korbelcareers@du.edu. **Please note:** All graduating students must complete all assignments by the last day of the quarter.

Internships for International Students: International students should work with [International Student and Scholar Services \(ISSS\)](#) to make sure you stay in compliance with your visa, including applying for [Curricular Practical Training \(CPT\)](#) if applicable.

If you need to apply for CPT, please complete Section A of the Advisor's Recommendation for CPT form and upload the document to your Internship Agreement Form. In the context of reviewing and approving the internship, the OCPD will complete Section B/Academic Advisor and return to you electronically as an attachment to the internship approval email. You can then submit the completed forms to ISSS to apply for CPT authorization.

If you are an international student covered by CPT, you may need to register your internship for each quarter you are actually in your internship. As a result, you will be granted an exception to the one quarter registration policy. It is your responsibility to work with the OCPD to make sure your registrations are accurate. Between Korbel and ISSS review, CPT review and approval can take 1-2 weeks to complete.

Internships in other locations: If you are an international student seeking opportunities outside of your country of citizenship and outside of the U.S., you should consult with [International Student and Scholar Services \(ISSS\)](#) regarding possible restrictions or additional requirements to stay in compliance with your visa.

Communication and Responsibility: While the OCPD staff is committed to working with students throughout the internship and job search processes, the student assumes responsibility for the following:

- Read, follow, and be aware of all internship-related policies and deadlines outlined in this document and distributed via JKSI/OCPD electronic communications
- Present all information regarding his/her internship truthfully and accurately
- Report any changes, updates, or concerns to the OCPD
- Follow DU policies, including but not limited to the DU Honor Code and Student Conduct Policies, the laws of the country where the internship takes place, and any regulations/standards of the host organization

International Experiential Learning: Many students choose to complete an international experiential learning (IEL) opportunity (internship, independent study, or independent research) as part of their time as a Korbel MA student. IEL programs on the whole take more advanced planning and are more logistically complex than



US-based opportunities. There are additional safety, security, insurance, financial, health, housing, transportation, and risk management considerations for IEL opportunities, some of which include:

- Ensure your passport is valid for at least six months from the initial day of international travel
- Students are responsible for determining whether a visa is necessary and securing required visas. DU has no authority with consular offices and cannot intercede on a student's behalf.
- Verify that medical insurance is effective internationally (DU will provide International SOS emergency evacuation and repatriation coverage for approved experiences, but this is separate from, and in addition to, students' own health insurance coverage)
- Students doing personal travel before/after approved experience dates are responsible for purchasing their own emergency evacuation/repatriation insurance for that time period as they are no longer part of a DU-affiliated experience (after 3 days)

Additional Considerations: The student holds the responsibility for conducting thorough research about the organization, position/affiliation, location, and housing/transportation options before confirming an IEL opportunity. Considerations and questions to research will likely include the following:

- *Organization's mission, legitimacy, reputation:* Ethics, funding sources and partners, structure, staffing, support, insurance coverage addressing interns/volunteers/researchers, emergency/evacuation protocols/plan, thought given to personal security during the internship/experience (esp. for field-based positions), and health precautions taken by the organization.
- *Internship/Research Position:* Organization's familiarity/frequency in working with interns/researchers, organizational structure, degree of supervision, and realistic expectations for work schedule and contributions.
- *Local/Country Climate:* Research the political, social, cultural, linguistic, health, and economic factors in the local community and larger country context to ensure safety for yourself. This can be found at www.internationalsos.com. DU's member number is 11BSGC000067.
- *Housing/Local Transportation:* Whether provided by the organization or found independently, research the location, security provisions (system, guard, locks), costs, lease requirements, and relative safety of transportation options.
- *Safety & Security Review:* IEL opportunities may be subject to additional review by Korbel and possibly the DU Risk Management office depending on the country, region, city, and activities engaged in as part of the opportunity. For details regarding DU policies for international travel, please consult the Risk Management website at http://www.du.edu/risk/international_travel/index.html.
- *Once the IEL experience has been conditionally approved:* Students complete travel registration requirements via the DU Passport system. Upon completing the required forms and registrations, students' experiences will be officially approved.
- *In the event of IEL experience withdrawal or cancellation:* DU reserves the right to cancel any program; suspend a site relationship prior to a student's departure; or advise or mandate students to return from particular sites because of a concern for student's safety. This could be occasioned by a U.S. Department of State Travel Warning, International SOS information, or other information of a credible threat to the safety, health, or well-being of the student. Please be advised that if a student voluntarily withdraws from an IEL experience, is dismissed from the program either prior to or after the experience start date, or DU cancels a program at any point, the student may be responsible for navigating refund, registration, and financial aid processes, and paying all nonrecoverable costs associated with the experience.

Questions? Email us at korbelinternships@du.edu



Korbel MA Internship INTS 4981

Description

Congratulations! By registering for this course, you are taking an important step in your career development. The Josef Korbel School recognizes the importance of practical experience as an integral component of your education. An internship should complement your academic field of study, as well as help prepare you for a professional career. In this course you will complete practical experience related to your degree, and work with the Office of Career & Professional Development (OCPD) to apply that experience to your career goals.

Through this course, you will:

- Apply acquired academic theory, knowledge, and skills to professional practice
- Gain knowledge and skills needed to work effectively in the field
- Grow your network of professional contacts
- Further develop career-related skills, and gain experience that helps you define short-and long-term career goals.

Assignments

- **Complete at least 150 hours** as verified by your supervisor at the end of your internship.
- **Normally assignments are due 2 weeks after you complete your hours. If you are graduating, you must complete your hours and all assignments by the last day of the quarter! The closing assignments can all be found on the Documents and Forms tab of your Internship Approval record in PCO and consist of the following:**
 1. **Your supervisor completes the Employer Evaluation Form.** The link to do this can be found under *Forms* on the Documents and Forms tab of your experiential learning record. Select the 3 dots and *Share*. This will automatically email your supervisor the online form at the email address you provided in your internship registration form. The email will come from the sender *DU Career Center*, so please advise your supervisor to look for that email. You will see the status change from *Not Completed* to *Completed* when your supervisor has completed the evaluation. You can resend the evaluation to your supervisor at any time.
 - If you need to change the supervisor name and email on your internship registration form, please email us the new information at korbelinternships@du.edu.
 - If you have any questions about this process, please email us at korbelinternships@du.edu.
 2. **Complete the Student Evaluation Form.** The link to do this can be found under *Forms* on the Documents and Forms tab of your experiential learning record. Select the 3 dots and *Complete* Form. Your responses to this evaluation (either with or without your name) will be viewable to other students to help inform their internship searches.
 3. **Answer the 2 confidential self-reflection questions.** This is a hyperlinked fillable pdf form under *Documents* on the Documents and Forms tab of your experiential learning record. Once you have answered the questions, please save the file and upload it to PCO. These will only be viewable by OCPD staff, and will be used only in aggregate within our office to advise current and future students.
 - What are the top 3 things you learned or will take away from this internship?
 - Is there anything else you would like us to know about your internship experience that may help us advise future students?

4. **Schedule a meeting** with a Korbel Career Advisor for an Internship Closeout appointment after all the above assignments have been completed. If you will not be in the Denver area, please arrange for this meeting to be via Zoom or phone. You can schedule this appointment yourself on PCO, or you can contact korbelcareers@du.edu, call 303-871-4490, or stop by SIE 1005 to schedule this appointment. **Please send your updated resume to the advisor at least 2 business days prior to your scheduled meeting.** During this appointment, you will debrief your internship experience, and discuss next steps for your career search as well as any suggested changes to your resume.
- After meeting with the advisor, submit your final resume for approval on [Pioneer Careers](#), and go through the normal review process to develop an effective, approved resume to use in your career search. (optional but strongly recommended)

Additional Student Responsibilities

- If any information changes about your internship (role, supervisor, end date, location, etc.), you must email these updates to korbelinternships@du.edu.
- This course follows the same DU-wide [academic policies](#) as all other registered courses for completion and drop/add deadlines. You **MUST** complete 150+ hours of the internship **AND** complete the closing assignments to earn a *Pass* grade, **OR** take a *Fail* grade in order to graduate. You will **NOT** be able to graduate without a grade for the internship course, even if you registered for 0 credits, and regardless of whether you have an internship requirement for your degree. For additional details, please reference the Graduate Policies section of the [MA Handbook](#).
- If you are experiencing any problems with your internship (e.g. lack of supervision or projects, inability to complete hours), please email korbelinternships@du.edu sooner rather than later so we can assist you in addressing the issues.
- We recommend that you collect your supervisor evaluations and complete additional closing assignments as soon as possible after completing 150 hours. This greatly improves the likelihood of a productive conversation with your internship supervisor, and will make your Internship Closeout appointment much more relevant to your career search.

Grading

- The internship is graded as *Pass* or *Fail* and the final grade will be submitted when all required assignments outlined above are completed.
- The internship will show as *In Progress (IP)* while you are engaging in the registered course. Per DU policy, students cannot graduate with an *IP* on their transcript. To graduate, you must either complete the requirements for a *Pass* grade or accept a *Fail*.