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UNIVERSITY OF  
**NORTHERN**  
**COLORADO**

**Monfort College of Business**

**Professional**  
**Experience Program**  
Employer Handbook

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# MONFORT COLLEGE OF BUSINESS: AN OVERVIEW

The mission of the Monfort College of Business (MCB) is to provide excellent undergraduate and graduate business programs and related learning opportunities that will prepare individuals for successful careers and responsible citizenship in a global society. We accomplish this by focusing our efforts in teaching, research, and service to benefit student learning.

## Academic Programs

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There are two undergraduate academic programs offered in MCB: Business Administration and Software Engineering. Within the Business Administration degree, there are six areas of emphasis:

- Accounting
- Finance
- Management
- Computer Information Systems(CIS)
- General Business
- Marketing

As the second highest enrolled major, Bachelor of Science Business Administration degrees make-up 8% of degrees awarded by UNC.\*

MCB also offers two graduate programs (Master of Business Administration and Master of Accounting) for individuals wishing to continue their business education.

## Student Profile & Experience

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MCB students are expected to excel in a rigorous curriculum, while also participating in campus organizations, athletics, work and internship experiences, and experiential learning opportunities – and our students often far exceed our expectations.

Despite holding the second largest degree program by enrollment, MCB is the second smallest college on the UNC campus, averaging about 1,000 students enrolled in the Business Administration program.\* This allows MCB students to experience smaller class sizes (typically capped at 30 students) and more one-on-one attention and relationships with their faculty. The Business Administration degree includes a business core curriculum with a sampling of courses from each of the concentration programs, which students complete before delving into their emphasis specific content and coursework.

MCB students also have countless opportunities to get involved on campus, to expand their network of peers and refine their leadership skills, through UNC and MCB's numerous clubs and organizations. Apart from the university's Student Activities office, there are a number of student clubs specific to MCB, including chapters of Alpha Kappa Psi, Beta Alpha Psi, Beta Gamma Sigma, Delta Sigma Pi, Financial Management Association, Management Club, Marketing Association, Student and Foundation Fund, and Student Center for the Public Trust. In addition to the aforementioned benefits of joining a student club, MCB students are often exposed to a variety of experiential learning opportunities through their club involvement, including competitions, regional and national conference attendance and presentations, and business tours/open houses.

Our students' success continues beyond their time in MCB, with MCB alumni reporting the highest percentage of undergraduates (94%) among all UNC colleges, to obtain full-time employment within 12 months of

graduation.<sup>†</sup> MCB graduates also report the highest average starting salary among all UNC colleges, and four of the six emphasis areas are ranked among the top 20 programs in employment and starting salary from UNC.<sup>†</sup>

## Accolades & Achievements

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MCB is a distinguished business school, with numerous awards to boast. Perhaps the college's most notable and recognized award is the Malcolm Baldrige National Quality Award, which was presented to MCB in 2004. The nation's highest honor for quality and performance excellence, MCB is proudly the first and only business college to receive the award.

In an effort to continuously improve the quality of student education, MCB maintains accreditation through the Association to Advance Collegiate Schools of Business (AACSB), in both its Business Administration and Accounting programs. For over 20 years, MCB has achieved this "gold standard" in accreditation, so students can feel confident they are receiving a superior education that will prepare them to successfully enter the world of work upon graduation.

Not only does MCB as a college receive recognition for its outstanding programs and efforts, our students are often identified as top performers in a variety of areas as well. For over a decade, MCB seniors consistently place in the top 4%-10% of national scores on the Educational Testing Service's (ETS) Major Field Test in Business, which evaluates student's core business knowledge. In recent years, our student clubs have also been recipients of numerous awards, including MCB's Beta Alpha Psi chapter receiving the Gold Challenge Award from the KPMG Foundation, Financial Management Association team taking third place at the National Quiz Bowl, and marketing students sweeping first, second, and third place in the Marketing Scholar Awards through the Colorado American Marketing Association Peak Awards. Our students are what make MCB great, and we strive to perpetuate that greatness through the highest possible standards.

\*Source: [UNC Impact Report, 2013-2014](#)

†Source: [UNC Undergraduate Alumni Survey Report, 2012-2013](#)

## PROFESSIONAL EXPERIENCE PROGRAM

The Professional Experience Program is essentially preparation for and execution of a mini-internship all MCB Business Administration majors must complete as part of their degree requirements. The program spans the duration of a student's time at MCB, with different requirements expected to be completed at different points during a student's college education. The program is designed to give business students the opportunity to apply their classroom knowledge to the world of work and a chance for undergraduates to begin exploring their career options for post-graduation.

### Student Requirements

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All MCB Business Administration majors, regardless of emphasis area, are required to complete a Professional Experience in order to graduate with their bachelor's degree. Exceptions to this include international students and students who had completed 60+ college credit hours prior to the fall of 2012, when the program and requirement was implemented. Students with an MCB minor or majoring in Software Engineering do not have to complete a Professional Experience – although internships for these students are always encouraged!

## Prerequisites

There are several prerequisites in place students must fulfill prior to searching for Professional Experience opportunities. Students, often freshman and sophomores, attend a program information session designed to orient them to the requirements and expectations, since it is a multi-step, often multi-year, process. Students must also attend two workshops, one targeted at resume and cover letter development and another focused on interviewing skills, networking and social media, and appropriate workplace behavior. Workshops are generally attended during a student's sophomore or junior year. After these prerequisites have been completed, a student is permitted to locate a Professional Experience. Students are expected to be a junior or senior by earned credit hours (60+) when they complete their Professional Experience.

## Qualifying Professional Experiences

Students are required to complete a minimum of 50 hours engaged in permitted Professional Experience activities. These job duties should relate to the student's emphasis area and/or career goals and, as such, there are a range of permissible activities due to the diversity of our student's interests.

Tasks that are *not* permissible Professional Experiences are items related to telemarketing, cashiering, general customer service, bank tellers, reception/administrative assistants, sales floor personnel, waitressing/hosting/bartending, general labor, or other cliché, unchallenging intern duties (e.g. retrieving coffee, making copies, filing, or anything covered in the first half of *The Devil Wears Prada* film). It is understood that a portion of a student's work may include some of the above activities, but these should not occupy the majority of a student's expected duties and functions.

Endorsed and supported Professional Experiences should allow students to apply their upper division course knowledge to practical settings and situations. These experiences should also provide students with knowledge and experiences unobtainable through typical classroom instruction. While some job shadowing is allowed, we strongly prefer for students to be hands-on and engaged with the company and work performed.

There is not a pre-approved list of companies students must consult to locate their Professional Experience. In fact, many students expand their search outside of the university's resources, consulting with their network of family, friends, faculty, and other tools to secure their desired experience. Some students are even able to use their current part- or full-time jobs to satisfy their Professional Experience requirements! Students have completed Professional Experiences with start-up companies, volunteering, family-owned businesses, Fortune 100 companies, and even worked abroad – as long as students are engaged in challenging, relevant work and provided adequate support and supervision by their employer, the possibilities of where a Professional Experience could be completed are endless.

Furthermore, a student's Professional Experience may exceed, and often does, the minimum requirements of the program. On average, students complete 260 hours of work over a 13-week period (roughly 20 hours per week). This extended work is encouraged by faculty and the Professional Experience Coordinator, as we believe students receive a more comprehensive experience and greater understanding by committing to a lengthier time with an organization. Conversely, some Professional

Experiences are completed in a number of days, due to an employer's temporary need for additional assistance with a project or event – again, the possibilities are endless.

## Paperwork

There are several forms students must submit as part of the Professional Experience Program requirements, the first being an application, verifying a student's completion of the prerequisite workshops and their junior level (minimum) standing. Once this application is approved by the Professional Experience Coordinator, a student is permitted to begin searching for and securing a Professional Experience.

Upon securing an appropriate Professional Experience, a student and their employer/supervisor are expected to complete the Student-Employer Agreement Form, detailing the specific functions of a student's work. Once this contract is reviewed and approved by the Professional Experience Coordinator, a student may enroll in the Professional Experience "course" (BA 299), start their work experience, and begin accruing hours toward the 50 minimum requirement.

The final piece of student paperwork is due upon the completion of their Professional Experience and is a reflection paper, specifically asking students to reflect upon what content from their upper division courses they applied to their Professional Experience and what new knowledge or skills learned during their experience will be of benefit to them in their future.

Students receive email reminders as paperwork due dates approach, as well as confirmation emails once paperwork is submitted to help them keep track of their progress and understand next steps in completing the program requirements.

## Employer Expectations

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Employers hosting a Professional Experience student are expected to fulfill a handful of requirements themselves, in effort to support students successfully completing the program requirements and positively contributing to the employer's organization.

### Student-Employer Agreement

First and foremost, employers are expected to review the contents of the Student-Employer Agreement packet and complete the Student-Employer Agreement Form (contained within the packet) with their student worker (see [Sample Forms](#)). By signing the agreement, an employer consents to provide their student worker the opportunity to experience the functions outlined in the job description of the document and to work with the student until the agreed upon conditions are met, unless otherwise discussed with the student *and* the Professional Experience Coordinator. Once the agreement is approved, employers will receive an email of introduction and additional instructions (regarding evaluation paperwork and deadlines) from the Professional Experience Coordinator.

### Orientation & Supervision

Part of working with a Professional Experience student should include an orientation, within the student's first week of work (ideally, prior to their start date). During orientation, students should receive information about the company (e.g. mission, structure, services, clientele), its policies (e.g.

timesheets, compensation, health and safety protocols), and expectations of the student worker (e.g. work schedule, work space, dress code, responsibilities).

In addition to familiarizing the student with the company, a supervisor should also be appointed; someone who can not only serve as a mentor to the student, oversee their work, and answer their questions, but who can also serve as the primary contact for the Professional Experience Coordinator, should any issues arise.

## Evaluations

Supervisors are asked to complete two very brief evaluations regarding their student's performance and contributions during their Professional Experience: one at the mid-point and one at the conclusion of the Professional Experience (see [Sample Forms](#)). Supervisors receive notice of the evaluation due dates in the confirmation email sent upon receipt of the Student-Employer Agreement, in addition to reminder emails sent as applicable due dates draw near. If the duration of a student's Professional Experience is less than six weeks, the mid-term evaluation may be waived, which is communicated via email.

Evaluations are designed to briefly assess an employer's satisfaction with the student's ability to contribute to an organization, behave and interact appropriately in the organization, and identify areas of growth for the student. These forms are intentionally short so as to respect an employer's other obligations and demonstrate appreciation for their willingness to train and work with a Professional Experience student. Confirmation emails are sent to both students and employers once paperwork is submitted to help everyone keep track of progress and understand next steps and expectations.

It is strongly encouraged and preferred that supervisors review their evaluation responses with their student as a way to periodically check-in with and assess the student's contributions. Submitted evaluations are not shared with students unless requested, at which point students have access to review the document under the Family Educational Rights and Privacy Act ([FERPA](#)). Evaluations are factored into the student's earning of a satisfactory or unsatisfactory grade for their Professional Experience, so it is important that they are completed in full and honestly and submitted in a timely manner to the Professional Experience Coordinator. If concerns are noted in an evaluation, the Professional Experience Coordinator will follow-up with the appropriate individuals, however, supervisors should contact the Professional Experience Coordinator any time issues arise (see [Contact Information](#)).

## INVOLVEMENT WITH UNC

Apart from working with business students through the Professional Experience Program, there are numerous other ways in which employers and individuals can engage with the UNC campus community, specifically through Career Services, Alumni Relations, and the Monfort College of Business (MCB).

### Career Services

Career Services engages, supports, and empowers students and alumni to discover, create, and implement their career and future educational plans. Career Services creates opportunities for students to connect with

employers and working alumni in order to learn insider information about the world of work and to increase the likelihood of becoming gainfully employed upon graduation. Career Services' Employer Relations team provides individualized recruiting strategies for organizations, with the goal of connecting employers to UNC's exceptional students and alumni through a variety of targeted and successful services.

Below are several ways in which Career Services works to facilitate connections between employers, students, and alumni.

You can find additional information through the [Career Services website](#), or by contacting the office directly ([career.services@unco.edu](mailto:career.services@unco.edu) | (970) 351-2127).

## Handshake

Handshake is the free, online database by which employers can advertise work opportunities to both current UNC students and UNC alumni. Below are [instructions](#) for creating an account and posting available work opportunities through this resource:

1. Log into [Handshake](#)
2. Select "Employer"
3. Fill out information and click "Sign Up"
4. Confirm your email address on Handshake
5. Click "Create New Company"
6. Note, If you are a University of Northern Colorado, on-campus employer, use the following format to name your company: UNC-Office Name (example, UNC-Financial Aid)
7. Fill out form and click "Create New Company"
8. Click "Post a Job"
9. Fill out all information that relates to your job and finish by clicking "Create"

Additional questions regarding Handshake should be directed to [Handshake's Help Center](#) or Career Services' Employer Relations Specialist & Office Manager (see [Contact Information](#)).

## Job & Internship Fairs

Career Services hosts a campus-wide Job & Internship Fair each semester (October and February), with the intention of bringing students and employers together. These fairs are open to all students of all majors. The spring Job & Internship Fair coincides with [MCB's Career Week](#), and senior MCB students are required to attend the Fair in hopes of connecting soon-to-be graduates with employment opportunities.

Specific information regarding Job & Internship Fairs can be found through links on Career Services' [website](#). It is also important for interested parties to be familiar with Career Services' [event policies and guidelines](#).

Additional questions regarding fairs should be directed to Career Services' Events Coordinator (see [Contact Information](#)).



## Career Services & Alumni Relations

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Recent partnership between UNC's Alumni Relations and Career Services has produced two excellent opportunities for alumni to continue engaging with their alma mater.

### UNC Connect

[UNC Connect](#), an online professional mentoring platform, was established to support the professional development of current UNC students while facilitating meaningful volunteer opportunities for UNC alumni around the world. Through this medium, alumni can host virtual career conversations, conduct mock interviews, and review the resumes of current students and fellow alumni in their fields. There are also more than 500 career related webinars available to users. Registering is easy and free – alumni can use their LinkedIn account to import their work history and other experiences to quickly build a profile.

Additional questions regarding UNC Connect should be directed to Chris Garcia, Assistant Director of Alumni Relations ([crisobal.garcia@unco.edu](mailto:crisobal.garcia@unco.edu) | (970) 351-1408).

### Success Looks Like ME

The [Success Looks Like ME](#) event series is designed to create opportunities for current UNC students to network and learn from the experiences and challenges UNC alumni have faced in the professional world. This allows student to see the value of a UNC degree by engaging directly with alumni from a multitude of backgrounds and professional specializations. These alumni panels are scheduled on-campus throughout the academic year and each event focuses on a specific degree earned or industry. Employers from industries related to each event's professional focus are also invited to participate in a brief networking opportunity at the panel's conclusion, allowing students to expand their professional networks and understand key employment qualifications in their field.

Additional questions regarding Success Looks Like ME should be directed to the Alumni Relations Office ([alumni@unco.edu](mailto:alumni@unco.edu) | (970) 351-2551).

## Monfort College of Business

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Additional avenues for reaching students are provided within MCB, both through formal events, such as Career Week, and informal outreach, like guest lecturing opportunities.

### Career Week Events

MCB's Career Week is a recent initiative within the college, and an area of high focus for the Dean and Professional Experience Coordinator. Developed to build student soft skills, industry knowledge, and promote career readiness, Career Week features a variety of events in which students and employers can engage with one another.

#### *Networking Night*

Networking Night is similar to an employment fair in that it brings a large number of students and employers together to discuss career paths and industries. However, the focus of Networking Night is less on recruitment and more on building professional connections and

developing students' soft skills. Students are coached to ask questions regarding career paths of interest and what positions exist within a company, strategies to implement in college for career preparation, questions specific to a particular company or industry, and inquire about the recruiter's and/or company representative's background and experiences. Employers are encouraged to limit the recruitment items brought to this event to business cards and general company information – no large displays or “swag”/giveaways.

A requirement for all Business Administration sophomore and junior level undergraduates, Networking Night occurs the evening of the spring Job & Internship Fair (held annually in February), with a transition period/faculty and recruiter dinner for employers who wish to attend both events.

Additional information regarding the event can be found through the [Networking Night website](#). Additional questions regarding Networking Night should be directed to the Professional Experience Coordinator (see [Contact Information](#)).

### *Industry Panels*

Within MCB are five specific emphasis areas (plus one generalist emphasis), each of which has a dedicated panel during Career Week. These industry panels are comprised of a small group of professionals (both MCB alumni/affiliates and other professionals) with a specific educational background or career path related to one of MCB's academic programs and are similar, in some respects, to [Success Looks Like ME](#). Panelists are asked to share their education and career journey to current MCB undergraduates, while providing insight, guidance, and advice to students interested in the respective industry.

Additional questions regarding industry panel participation should be directed to either the Professional Experience Coordinator or the appropriate Department Chair (see [Contact Information](#)).

### *Annual Pitch Contest*

Occurring the week before Career Week, MCB's annual Pitch Contest is the true kick-off to the spring event line-up. Open to sophomore, junior, and senior MCB students, the pitch contest allows undergraduates the opportunity to create and deliver an elevator pitch to a panel of judges, in competition for three scholarship awards, ranging from \$500 to \$2,000 in prize amount. MCB recruits judges to participate in this half-day event to offer student's feedback and determine winners, who will then redeliver their pitch and be presented with their award at the start of Networking Night. Companies who elect to become a Networking Night gold sponsor are able to judge the contest as a perk of sponsorship.

Additional information regarding the event can be found through the [Pitch Contest website](#). Additional questions regarding the Pitch Contest should be directed to the Professional Experience Coordinator (see [Contact Information](#)).

## Information Tables & Presentations

Kepner Hall, UNC's academic building where MCB resides, has a number of physical spaces to accommodate employers for information booths or presentations. The main foyer of the building, affectionately known as "The Ruins," is a large, open space where many students enter on their way to class. This space is common for tabling and recruiting efforts, as there is often student traffic and great visibility for company's wishing to speak with students. In addition to this open area, Kepner has a variety of classrooms and practice rooms, many equipped with all the necessary technological equipment to deliver presentations to groups up to 40. These rooms can also be used for conducting interviews with students.

Scheduling a tabled recruiting event or booking a classroom can be arranged through contacting the Dean's Office (see [Contact Information](#)). For assistance promoting on-campus presence please contact the Professional Experience Coordinator.

## Guest Lecturers

Occasionally, faculty members or student groups will bring in guest lecturers to present on a specific topic during a given course or meeting time. Becoming a part of the "[UNC Monfort College of Business Alumni & Friends](#)" LinkedIn group is a great way for faculty members and student club advisors to research potential guest lecturer's experience and expertise.

To express interest in becoming a guest lecturer please contact the appropriate Department Chair or Administrative Assistant (see [Contact Information](#)).

## FAIR LABOR STANDARDS ACT (FLSA)

The Fair Labor Standards Act (FLSA) contains statutes relevant to the issue of when individuals must be paid for work performed. These issues customarily involve a determination of whether an individual is "employed" by a business or organization. The FLSA defines the term "employ" to mean to "suffer or permit to work." The Wage and Hour Division of the U.S. Department of Labor has issued its "Fact Sheet #71" regarding "Internship Programs Under The Fair Labor Standards Act." This document provides some general information regarding whether interns must be paid minimum wage and, where applicable, overtime pay under the FLSA.

Fact Sheet #71 can be found at: [www.dol.gov/whd/regs/compliance/whdfs71.htm](http://www.dol.gov/whd/regs/compliance/whdfs71.htm)

Among other matters, Fact Sheet #71 describes and discusses six criteria that are applied to determine if an internship qualifies for an exclusion from the payment provisions of the FLSA. The six criteria are:

1. The internship, even though it includes actual operations of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and

6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Both UNC and MCB urge all employers to become familiar with the applicable legal issues regarding unpaid internships and to obtain advice from informed legal professionals regarding these matters.

## FREQUENTLY ASKED QUESTIONS

Below are answers to some commonly asked questions regarding the Professional Experience Program.

### **As an employer, what are the benefits of working with a Professional Experience student?**

The benefits of working with a college student or intern are numerous – even greater when that student has come from MCB. Professional Experience students are prepared to take on the challenges and responsibilities of an internship, due to the prerequisite requirements of the Professional Experience Program, their level of maturity and knowledge by the time they are ready to engage in a Professional Experience, and the types of students MCB attracts. Our students are able to take on projects and work that would otherwise be postponed due to an employer’s other operational needs and commitments. This allows companies to increase productivity and delegate work more efficiently amongst employees and interns. MCB students also offer innovative perspectives and ideas, as they are new to an environment and often new to the world of work, helping employers look at problems and solutions in a new way. Furthermore, internships afford employers a great opportunity to “test out” an employee and see if they might be a good fit to retain beyond their internship – which is a common occurrence amongst Professional Experience students.

### **What tasks can Professional Experience students participate in during their internship?**

Professional Experience students can take on a variety of roles and tasks within an organization, some similar to an entry-level employee. By the time a student is ready to begin their Professional Experience, they will be a junior or senior by academic credit, meaning they will be in the process of completing their business core curriculum (which includes coursework from each of the emphasis areas) and moving into their concentration-specific, upper division classes. The Professional Experience Program’s structure ensures that our students have a foundation of business knowledge, upon entering their internship, which can be built upon as they are exposed to new ideas, tasks, and challenges through their work experience. We appreciate companies allowing students hand-on, engaged work experiences as opposed to job shadowing, and tasks that allow them to apply their upper division course knowledge to practical settings and situations.

See [Qualifying Professional Experiences](#) for more information about what types of activities are permitted and preferred for a student’s Professional Experience.

### **As an employer, what are my commitments and responsibilities to the Professional Experience Program?**

Employers are expected to uphold the arrangements outlined by the Student-Employer Agreement, most importantly, providing a student experience in the job functions described. Further, employers are also asked to complete two evaluations regarding their student worker, which are used to help

determine the student's grade for their Professional Experience. It is also expected that an employer communicate any issues to the Professional Experience Coordinator as soon as they arise in order to organize a prompt and effective resolution.

See [Employer Expectations](#) for a more comprehensive explanation of what commitments are required of Professional Experience employers.

### When and how should I recruit students for my organization?

Employers generally recruit interns 6+ months or two seasons before their need arises (e.g. recruit students in the fall for upcoming summer internships). While this may seem early to some, this allows for employers to have their choice of top students who are making advanced preparations and putting forth great energy and planning into securing their desired internships and work experiences. Recruiting closer to a position's anticipated start date is still viable, however, students are coached to start their job and internship search early, therefore it may be more difficult to find an ideal candidate as many have already finalized their work plans.

Numerous resources exist within UNC and MCB as employer recruitment tools. Career Services has an online job board, [Handshake](#), employers can advertise on, which is accessible to UNC students and alumni. For assistance with drafting a job description for posting, you can view a [sample job description](#) in the Sample Forms section of this handbook. Career Services also hosts a campus-wide [Job & Internship Fair](#) each semester, which allows employers to have face-to-face interactions with potential employees/interns and can help better connect an employer to the right candidate.

MCB also has several resources for employers, through the Professional Experience office. Business Administration students are emailed a weekly [Professional Experience Newsletter](#), which highlights relevant jobs posted within BCC. It is always recommended and encouraged that employers advertise through this service. Also contained within the newsletter, is an Internship Spotlight, highlighting a specific position by an employer who may have reached out directly to the Professional Experience office, seeking interns or assistance promoting an opportunity. The Professional Experience Coordinator also maintains a database of employers who have previously hosted Professional Experience students or expressed interest in working with a business student. By adding your information to this database, the Professional Experience Coordinator can better identify good matches between a student and an employer, and connect the two parties.

For more information about any of these recruiting tools, please contact either Career Services or the Professional Experience Coordinator, based on your interests and needs (see [Contact Information](#)).

### Am I required to pay the student for their work and, if so, what should their wage be?

Internships are not required to be paid, however, paid internships are strongly preferred. The majority of students (68%) do secure paid internships, with companies paying student workers through hourly wages (averaging \$12/hour), stipends, commission, and even salary. For an internship to be unpaid, there are certain criteria that must be met, as set forth by the [Fair Labor Standards Act](#) (FLSA). It is up to each company to understand the legal implications of the FLSA and fairly evaluate worker wages.

## What is the duration of a student's Professional Experience?

Students are required to complete a minimum of 50 hours of work for their Professional Experience. However, the duration that work lasts and division of hours is dependent upon negotiations between the student and supervisor.

Some students complete their Professional Experience in a number of days, working nearly full-time, while others take months (even up to a year!) to fulfill their commitment to an employer, with lighter work weeks (~5 hours) or a desire to continue beyond the 50 hour minimum requirement. On average, students complete 260 hours of work over a 13-week period (roughly 20 hours per week), but again, these details are to be negotiated between student and employer when completing the Student-Employer Agreement.

## What topics are covered in the Professional Experience course?

There is no "course" per se. That is, students do not meet as a group with the Professional Experience Coordinator in a classroom setting. Students are, however, prepared for locating a Professional Experience through two required, prerequisite workshops over the topics of resume and cover letter development and interviewing skills, networking and social media, and appropriate workplace behavior.

While completing their Professional Experience, students are enrolled in BA 299, the Professional Experience "course". However, this class is more of a placeholder for the university to "check-off" that student's successfully completed this portion of their degree requirements. BA 299 is a pass/fail course, and supervisor evaluations are used to help determine the student's grade.

## Can I retain my Professional Experience student as an employee/intern after their Professional Experience is complete?

Absolutely! We love to see a strong connection made between a student and an employer, to the point where an employer wants to prolong the student's internship or promote them to a permanent employee. In fact, 62.8% of Professional Experience students report receiving a part- or full-time job offer from the company where they completed their Professional Experience – so count yourself amongst the majority of employers who are satisfied with their Professional Experience student and want to keep them around!

## How else can I become engaged with MCB and UNC?

There are numerous ways in which employers and individuals can become engaged with MCB and UNC. Career Services and Alumni Relations have partnered to create a variety of opportunities for alumni to return to campus and share their experiences and insight through the [Success Looks Like ME](#) event series and the [UNC Connect](#) platform.

Those not affiliated with UNC through their education, are able to connect and engage with MCB students and faculty in other ways, like [guest lecturing](#) or [company information tables and presentations](#), which can occur at any point during the academic year. [MCB's Career Week](#), held annually in the spring, offers a number of other events which individuals or companies can partake in, related to promoting student career readiness.

Other opportunities for engagement might also be available, so please direct additional questions to the appropriate individual or department (see [Contact Information](#)).

### More questions?

If you did not find your question addressed above, or anywhere in this handbook, please direct additional inquiries to the Professional Experience Coordinator (see [Contact Information](#)).

# CONTACT INFORMATION

## Monfort College of Business

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Please contact the individual(s) listed for any questions regarding their specific area of oversight.

### Professional Experience

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Executive Assistant to the Dean

[mary.wilson@unco.edu](mailto:mary.wilson@unco.edu) | (970) 351-2765

## Career Services

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Please contact the individual(s) listed for any questions regarding their specific area of oversight.

### Employer Relations & Bears Career Connection

**Christopher Cobb**

Associate Director of Employer Relations

[christopher.cobb@unco.edu](mailto:christopher.cobb@unco.edu) | (970) 351-2140

**Norma Juárez**

Employer Relations Specialist & Office Manager

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### Fairs & Events

**Diane Kull**

Events Coordinator

[diane.kull@unco.edu](mailto:diane.kull@unco.edu) | (970) 351-2786

### Director

**Renée Welch**

Director

[renee.welch@unco.edu](mailto:renee.welch@unco.edu) | (970) 351-2698



# SAMPLE FORMS

Below are samples of the forms used by employers for the Professional Experience Program.

## Student-Employer Agreement Form



Monfort College of Business

### PROFESSIONAL EXPERIENCE: STUDENT-EMPLOYER AGREEMENT PACKET STUDENT-EMPLOYER AGREEMENT FORM

**INSTRUCTIONS:** Complete all portions of the form(s) below and submit the completed and signed copy to the Professional Experience Coordinator either via email ([cassandra.shearholdt@unco.edu](mailto:cassandra.shearholdt@unco.edu)) or in person (Kepner Hall, 1095C).

#### STUDENT INFORMATION

- Student Name:** Click here to enter your name.  
**Student Bear Number:** Click here to enter your Bear Number.  
**Student Email Address:** Click here to enter your email.  
**Student Phone Number:** Click here to enter your phone.  
**Emphasis Area(s):**  ACCT  CIS  FIN  GEN  MGT  MKT  
(Select all that apply)

#### SUPERVISOR INFORMATION

- Supervisor Name:** Click here to enter your name.  
**Supervisor Title:** Click here to enter your job title.  
**Supervisor Email Address:** Click here to enter your email.  
**Supervisor Phone Number:** Click here to enter your phone.

#### PROFESSIONAL EXPERIENCE INFORMATION

- Company/Organization Name:** Click here to enter the company/organization name.  
**Company/Organization Address:** Click here to enter the address (including city, state & zip code).  
**Student Start Date:** Click here to enter a date.  
**Student End Date:** Click here to enter a date.  
**Number of Hours Working per Week:** Click here to enter the number of hours working per week.  
**Total Number of Hours to be Completed:** Click here to enter the total number of hours upon completion.  
**Paid or Unpaid:**  Paid  Unpaid  
If Paid – **What is the Compensation:** Click here to enter the hourly rate/compensation.  
If Unpaid – **Please Complete Next Page**  
**Student Job Description/Duties to be Performed:** Click here to enter a brief description of the job & duties.

*By electronically signing below, I agree to perform the duties and work the dates and number of hours per week as outlined above unless otherwise discussed with my supervisor and the Professional Experience Coordinator. I recognize I must complete a minimum of 50 hours with this organization for it to count as my Professional Experience. I understand I must wait for approval from the Professional Experience Coordinator before beginning my Professional Experience.*

Click here to electronically sign your name.

Click here to enter a date.

Student Signature

Date

*By electronically signing below, I agree to provide the above student the opportunity to experience the functions outlined in the job description above. I understand the student is to complete a minimum of 50 hours of work with my organization, and will work with the student until this requirement is met unless otherwise discussed with the student and the Professional Experience Coordinator. I acknowledge receipt of the Professional Experience & Internship Checklist. I agree to complete two evaluations on behalf of the student: one mid-term and one final evaluation.*

Click here to electronically sign your name.

Click here to enter a date.

Supervisor Signature

Date

*By electronically signing below, I verify that the above student's experience, if completed in full and satisfactorily, will count as their Professional Experience credit.*

Click here to electronically sign your name.

Click here to enter a date.

Professional Experience Coordinator Approval Signature

Date



PROFESSIONAL EXPERIENCE: SUPERVISOR FINAL EVALUATION

**INSTRUCTIONS:** Complete all portions of the form below regarding your MCB student worker and submit the completed copy to the Professional Experience Coordinator either via email ([cassandra.shearholdt@unco.edu](mailto:cassandra.shearholdt@unco.edu)) or in person (Kepner Hall, 1095C).

- Supervisor evaluations and feedback are factored into the student's earning of a satisfactory or unsatisfactory grade – please complete this evaluation in full and honestly.
- It is encouraged that you discuss this evaluation with your student worker as a way of informing them of their progress towards goals/projects, contributions to the company/organization, and areas for improvement.
- Should you have any questions or concerns, please contact the Professional Experience Coordinator.

**PROFESSIONAL EXPERIENCE INFORMATION**

**Student Worker Name:** [Click here to enter your student's name.](#)

**Supervisor Name:** [Click here to enter your name.](#)

**Company/Organization Name:** [Click here to enter the company/organization name.](#)

**Date Final Evaluation Completed:** [Click here to enter a date.](#)

**EVALUATION INFORMATION**

1. Overall, please indicate your level of satisfaction with the student's ability to contribute to your organization:

Very Satisfied    Satisfied    Neither Satisfied/Dissatisfied    Dissatisfied    Very Dissatisfied

2. Overall, what contributions has the student provided that have been of most value to you and/or your organization – please describe and explain:

[Click here to enter your response.](#)

3. Overall, please indicate your level of satisfaction with the student's ability to behave and interact appropriately in your organization (e.g. attire, timeliness, preparedness, communication, etc.):

Very Satisfied    Satisfied    Neither Satisfied/Dissatisfied    Dissatisfied    Very Dissatisfied

Please describe and explain your response to the previous question, with specific examples where possible:

[Click here to enter your response.](#)

4. Overall, please indicate your level of satisfaction with the student's general business knowledge:

Very Satisfied    Satisfied    Neither Satisfied/Dissatisfied    Dissatisfied    Very Dissatisfied

Please describe and explain your response to the previous question, with specific examples where possible:

[Click here to enter your response.](#)

5. What areas of improvement do you wish to see the student continue to work on prior to them graduating and/or entering the world of work – please describe and explain:

[Click here to enter your response.](#)

6. Please indicate if you and/or your organization would be willing to continue hosting MCB students for future internship and/or employment opportunities:

Yes

No

Unsure

Please describe and explain your response to the previous question:

[Click here to enter your response.](#)

7. Please provide any suggestions, comments, questions, and/or concerns you have regarding the Professional Experience program and processes:

[Click here to enter your response.](#)

**NOTE:** Periodically, students will request to view their supervisor's evaluations. Under the Family Educational Rights and Privacy Act ([FERPA](#)), students have access to view documents pertaining to their education records, including evaluations such as this one. Unless requested by the student, this evaluation will not be shared.

**Thank you for your participation and feedback!**



Professional Experience Newsletter

Professional Experience Opportunities

The following are possible Professional Experience\* opportunities recently posted through Career Services' job board, [Handshake](#), or communicated directly to the Professional Experience office.

Please see below for potential internships and work experiences that could fulfill your Professional Experience requirement:

\*A Professional Experience cannot be formally approved without the necessary paperwork. Please find all required forms [here](#).

EVENTS

**This week:**  
**01/10** Resume Workshop  
**01/12** Ethics Speaker

**Next week:**  
**01/15** Job & Intern Fair  
**01/17** LinkedIn Workshop  
**01/17** Enterprise Info Session

Position Title	Organization	Location	Emphases
Audit Intern	Deloitte	Denver, CO	ACCT
Marketing & Promotions Intern	Colorado Eagles Hockey	Loveland, CO	GEN, MGT, MKT
College Financial Rep	Northwestern Mutual	Ft Collins, CO	FIN, GEN, MGT
IT Technician	Baessler Homes	Greeley, CO	CIS
Summer Retail Intern	Target	Denver, CO	ALL

Internship Spotlight

**Position:** Credit & Appraisal Intern

**Company:** American AgCredit  
Greeley, CO

**Seeking:** Accounting & Finance

**Contact:**

Chris Johnson  
Senior Appraiser  
(000) 123-4567  
[name@email.com](#)

**Application Instructions:**

Interested applicants should submit a resume and cover letter through our [online application portal](#).

**Company Description:** American AgCredit's vision is to be the premier provider of agricultural financial services. We want to directly assist the production and distribution of agricultural commodities throughout America and the world. Individuals passionate about agriculture/agribusiness and with business finance knowledge would be a fantastic fit with our company.

**Position Overview:** This 11-week internship (June-August) will provide additional education and on-the-job training for future potential employees. The program starts with an orientation and training program in California where senior management and experience staff will provide an overview of the company, including accounting, financial analysis, credit and appraisal training, loan structure and pricing, human resources and legal issues. You will be assigned to work at one or two branches of our company after completing basic orientation and training. This is a paid internship, with housing accommodations, daily food allowance, and mileage reimbursements as necessary.

**Job Responsibilities:**

- Perform financial analyses, collateral inspections, and review credit reports
- Prepare loan approval/denial recommendations
- Perform on-site property inspections and verify subject property legal descriptions
- Complete sales discovery, confirmation, analysis and write-up
- Participate in public relations events

## SAMPLE INTERNSHIP JOB DESCRIPTION

**Position Title:** Event & Promotions Intern

**Company:** STAR Events

**Job Location:** Ft. Collins, CO

**Start Date:** 01/18/2016

**End Date:** 07/01/2016

**Hours/Week:** 15-20

**Wage/Salary:** \$9.50/hour

**Work Schedule:** Flexible,

Hours between 12:00PM—8:00PM,

Monday—Friday, some weekends

**Position Type:** Internship, Part-time

**Classification:** Junior, Senior

**Degrees:** Bachelor's Degree (seeking)

**Majors:** Business Administration/Management,

Business Administration/Marketing,

Recreation, Tourism & Hospitality

**Minimum GPA:** 3.0

Provide specific information where possible regarding employment details & applicants you are seeking

### Company Description:

Give a brief description of your company and what your organization is known for

STAR Events specializes in event planning, promotion, and production. Through our extensive network of vendors (food, décor, entertainment, and more), we consult and collaborate with each client to understand their unique vision and bring it to life. Whether corporate or private, big or small, let our staff take on your event needs.

### Job Description:

Describe what general duties are associated with the job – being specific in some of the functions, but also broad enough to allow for miscellaneous responsibilities

As a STAR Events Event & Promotions Intern, you will be exposed to all facets of event planning, promotion, and production. You will witness and participate in all phases of the event, from the first client consultation, planning and promotion process, day-of event experience, and tear-down/event wrap-up. The Event & Promotions Intern will be expected to perform the following tasks:

- Consult with clients to discover event needs, expectations, and vision
- Prepare and deliver event proposals for clients, including aesthetics, event timeline, budget, etc.
- Research and select vendors
- Coordinate with vendors regarding orders, delivery/services, and payment
- Promote events through social media and other channels as indicated by client
- Attend events to ensure smooth operation and manage any items that occur day-of
- Assist with event tear-down and wrap-up meetings with clients and staff

### Qualifications:

Describe characteristics, skills, and knowledge of individuals who would be ideal in this role

Successful applicants will display and possess the following skills:

- An interest/experience in event planning, production, and management
- Superior communication, time management, and organization skills and ability to multitask/prioritize
- Familiarity with various social media platforms (Facebook, Twitter, Instagram, YouTube, etc.) and content management programs (Hootsuite, TweetDeck, etc.)
- Knowledge of/willingness to learn video editing software (iMovie, Adobe Premiere, Camtasia, etc.) for company/event promos
- Enthusiastic, creative, collaborative, warm, and positive attitude

### Application Instructions:

Instruct interested individuals how to apply

Interested applicants should submit a resume and cover letter to [eventsmanager@starevents.com](mailto:eventsmanager@starevents.com) or apply through our website at [www.starevents.com/careers](http://www.starevents.com/careers).