



UNC

Monfort College of Business

PROFESSIONAL EXPERIENCE PROCESS

Your Professional Experience has many steps — let this guide and checklist help you navigate the process!

Ready... Set... GO!



Attend an Information Session to learn about the requirements

1



Are you a junior or senior?
If not, you'll need to wait until you've earned 60+ credits to proceed

WAIT!



Attend two prerequisite workshops, one on Resume Writing and another on Professionalism and Interviewing

2



Complete an application — once approved, you can search for a Professional Experience

3

Are you taking an internship for credit (e.g. BAXX 492)?
If yes, your process will look different from here — see the Professional Experience Coordinator for details



Utilize Career Services or the Professional Experience office to search for an internship/work experience

4



Register for BA 299 with the CRN provided to you

5½



Complete the Student-Employer Agreement Form and submit it for approval

5

6&7



Request your supervisor to complete a mid-term and final evaluation

8



Complete a final reflection over your Professional Experience



CELEBRATE! You've finished and are one step closer to graduation!

Still have questions? Contact the Professional Experience Coordinator:
Kepner 1095C | cassandra.shearholdt@unco.edu | 970-351-4589



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PROFESSIONAL EXPERIENCE STUDENT CHECK-LIST

1 PREREQUISITE WORKSHOPS

- Information Session
- Resume Workshop
- Professionalism & Interviewing Workshop

DATE COMPLETED

DATE COMPLETED

} USE THESE DATES FOR YOUR APPLICATION

2 PRE-PROFESSIONAL EXPERIENCE PAPERWORK

- Student Application ←
- Student-Employer Agreement
 - Mid-Term _____
DUE DATE
 - Final _____
DUE DATE

3 SUPERVISOR PAPERWORK

- Mid-Term Evaluation
- Final Evaluation

4 STUDENT PAPERWORK

- Final Reflection



All forms, workshop dates & other information can be located on the Professional Experience website:

mcb.unco.edu/ProfessionalExperience

RECOMMENDATIONS

Sophomore or early junior year



Prerequisite Workshops completed

Junior or senior year



Professional Experience completed

REMINDER: You must complete a minimum of 50 hours of work related to your emphasis area & career goals for your Professional Experience. Any administrative & other lower skill level work will not be approved.