

MONFORT

COLLEGE of BUSINESS

University of Northern Colorado

Professional Experience Requirement

General Business

PURPOSE

- To provide qualified Monfort College of Business students with meaningful on-the-job work experience in a position that expands the student's educational experience and fulfills the Professional Experience graduation requirement.

REQUIREMENTS

- Be a junior or senior business major in good academic standing (minimum GPA of 2.0/4.0, not on academic probation or suspension from MCB)
- Approval from Professional Experience Coordinator *prior* to engaging in experience
- Completion of Student-Employer Agreement
- Completion of two pre-requisite workshops: resume and professionalism/interviewing skills
- Interim memo/e-mail from site supervisor (student meeting required hours, satisfactory performance, etc.)
- Minimum of 50 hours of work needed to meet Professional Experience requirement (may be more if required by employer)

WHAT COUNTS AS A VALID PROFESSIONAL EXPERIENCE

- A valid experience requires skills and knowledge obtained from MCB courses. These experiences can be obtained through employment, volunteer activities or project-based opportunities. Your position should be similar to an entry-level position for a MCB graduate and tied to your career goal and/or major.

ASK YOURSELF

- What advanced skills and knowledge are essential for this position? How will this position enhance my learning in MCB coursework?
- What responsibilities of this position require advanced coursework at an institution of higher education? Am I able to apply my knowledge learned from my upper division coursework to the experience?
- What will I learn or experience from this professional experience position that I have not had the opportunity to learn or experience yet?

A PROFESSIONAL EXPERIENCE *COULD* INCLUDE THE FOLLOWING ROLES

- Supervision
- Employee training
- Responsibilities specific to major
- Research opportunities
- Projects specific to major
- Business to business sales

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POSITIONS THAT WILL TYPICALLY NOT BE CONSIDERED A PROFESSIONAL EXPERIENCE

- Telemarketing
- Cashier
- Customer service representative
- Bank teller
- Community adviser
- Receptionist
- Waiter/host/bartender
- Point of sale representative
- Administrative assistant
- Sales floor personnel
- General laborer

GENERAL BUSINESS PROFESSIONAL EXPERIENCE OVERVIEW

- As a student studying general business, you are able to choose from any of the areas of emphasis to complete your Professional Experience requirement.

QUESTIONS

- Visit the MCB PE website at <http://mcb.unco.edu/ProfessionalExperience/> for more information or contact the Professional Experience Coordinator at MCB.professionalexperience@unco.edu. To schedule an appointment with the Professional Experience coordinator, please call 970-351-1844.

****Be sure to check your BearMail account regularly for important updates and announcements.**