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

**PROFESSIONAL EXPERIENCE PROCESS**

1. Attend an Information Session to learn about the requirements
2. Attend two prerequisite workshops:
   1. Resume Writing
   2. Professionalism and Interviewing
3. Utilize Career Services, Handshake or the Professional Experience office to search for a Professional Experience
4. After you find your Professional Experience, complete the Professional Experience Packet and submit it for approval
5. Begin your Professional Experience on approved start date.
6. Request your supervisor to complete a mid-term and final evaluation
7. Complete a final reflection over your Professional Experience
8. CELEBRATE! You’ve finished and are one step closer to graduation!

**WAIT!**
- Are you a junior or senior? If not, you’ll need to wait until you’ve earned 60+ credits.
- Are you taking an internship for credit (e.g. BAXX 492)? If yes, your process will look different — see the Professional Experience Coordinator.

Still have questions? Contact the Professional Experience Coordinator:
Kepner 1095C | melissa.hoffman@unco.edu | 970-351-4589
1. **PREREQUISITE WORKSHOPS**
   - Information Session
   - Resume Workshop
   - Professionalism & Interviewing Workshop

2. **PRE-PROFESSIONAL EXPERIENCE PAPERWORK**
   - Professional Experience Packet
     - Can be found at: mcb.unco.edu/professional-experience
     - Listed under the **Forms** section

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/professional-experience

**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.

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