



**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



Attend two prerequisite workshops:  
1. Resume Writing  
2. Professionalism and Interviewing

2



**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



Utilize Career Services, Handshake or the Professional Experience office to search for a Professional Experience

3



4

After you find your Professional Experience, complete the Professional Experience Packet and submit it for approval

Begin your Professional Experience on approved start date.

5



Check with the Professional Experience Coordinator to see if you need to enroll in BA 299

4½

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 | [MCB.ProfessionalExperience@unco.edu](mailto:MCB.ProfessionalExperience@unco.edu) | 970-351-1844

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# PROFESSIONAL EXPERIENCE STUDENT CHECK-LIST

## 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](http://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](http://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.