



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

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

4



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 | melissa.hoffman@unco.edu | 970-351-4589



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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
 - 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.