



# EMPLOYMENT MANAGEMENT SERVICES

at Colorado Christian University

Dear STUDENT,

Internships are an exciting part of your program that gives you hands-on experience for your future career path! EMS has put together steps to help you move through the internship approval process with ease. Let's get started!

1. Read and understand the CCU internship qualifications and Federal Law requirements below
  - **CCU Internship Qualifications:**
    - For-Profit Organization Internships MUST be Paid
    - Non-Profit Organization Internships can be Paid or Unpaid
  - **Fair Labor Standards Act Qualifications:**
    - Read and understand your rights as an Intern  
<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>.
  - **Department Internship Syllabus**-obtain from your Internship Faculty/Supervisor
2. Complete a 30-minute appointment with an EMS Staff Member (must complete this step)
  - **EMS Appointment Goals:**
    - Submit signed *EMS Internship Agreement*
    - Confirm desired Internship meets paid or unpaid requirements
    - Review your Resume. If you do not already have a resume, go to the [EMS Resource page](#) for a Resume Template and Sample Resume. Please work hard to create a professional product, which is ready to be sent to an employer
    - If needed, learn about EMS Internship opportunities available
    - Schedule a Mock Interview, if desired
    - Obtain *CCU College of Undergraduate Studies Internship Form*
3. Finalize your resume and send to Kristi Bowen at [krbowen@ccu.edu](mailto:krbowen@ccu.edu)
4. Obtain required signatures on the *CCU College of Undergraduate Studies Internship Form* (Note: Dr. Saxby will be the final signature)

Please contact EMS for any questions and get started!

Sincerely,  
*Your EMS Team*

I have read and understand the Internship approval process above:

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Student - Print Name

Student - Signature

Date



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## INTERNSHIP AGREEMENT

I understand CCU requires For-Profit Organization Internships MUST be Paid and Non-Profit Organization Internships can be Paid or Unpaid (non-profit status will be confirmed by EMS).

I understand I must receive signed approval from my assigned department Internship Advisor, LDC Advisor, Dean, and Employment Management Services prior to starting my internship to ensure it will meet requirements for credit.

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Student - Print Name

Student - Signature

Date

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EMS Staff - Signature

EMS Staff - Signature

Date