

# MSU Denver Career Link: Application for Credit Instructions

## What is MSU Denver *Career Link*?

Career Link is an online system hosted by MSU Denver Classroom to Career (C2) Hub where students can manage their career planning and search for employment opportunities. You can:

- Apply for jobs and internships.
- Upload and manage your resume and other career documents in your profile.
- Sign up for workshops, career fairs and other campus recruiting events.
- Research employers and set up automatic position notifications.
- Find career resources and resume building tools.
- **Request academic credit for your internship.**

## How Do I Access Career Link?

1. From your phone or computer, go to [www.msudenver.edu/studenthub](http://www.msudenver.edu/studenthub).
2. Scroll all the way down to **CAREERS/JOBS**, and click **CAREER LINK**.



3. Login with your MSU Denver NetID and password.

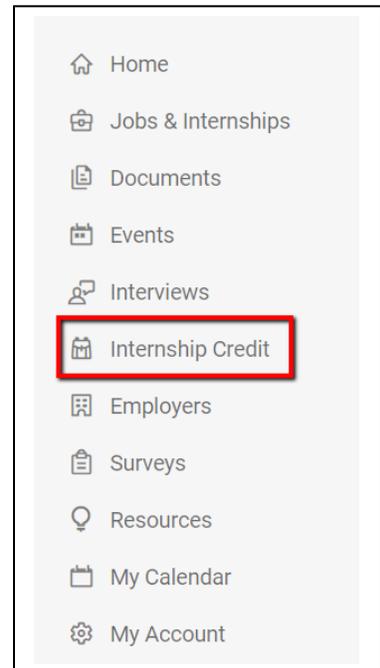
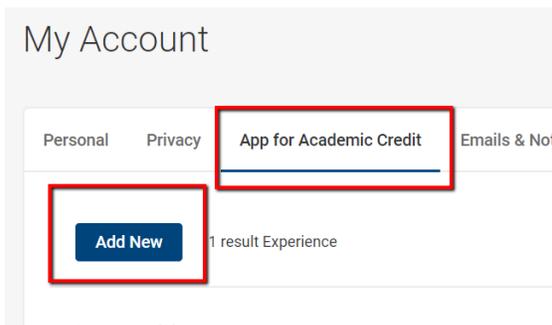
## Getting Academic Credit for your Internship

The Industry Navigators in the Classroom to Career Hub will help you manage the process of getting academic credit for your internship (for most departments). You will need to call 303 615-1333 to set up an appointment with your navigator. Before your appointment, please go into the Experiential Learning Module of Career Link and complete the *Application for Academic Credit*.

***The Application for Academic Credit is used for students seeking credit for their internship. This process is designed to ensure that the student, employer and academic department are all on the same page regarding the internship: duties, learning objectives, hours, pay, academic assignments, etc.***

## Starting the Application for Academic Credit in Career Link

1. In Career Link, look on the left navigation for “Internship Credit”.
2. If this is your first attempt to go into the Internship Module, you will have to sign some guidelines.
3. After signing, you can begin your Application for Credit by clicking on ‘Add New’.



4. You will be asked for information about the internship including your **supervisor's contact information, dates of the internship, compensation, credit information, internship duties, and learning objectives**. Please be sure that you have specific learning objectives related to your academic program. You can always save as a draft and come back to finish if you don't have all the information.
5. Once you have completed all of the required fields, you will need to sign off and submit at the bottom.
6. After you submit, the form will go to the C2Hub, employer, and academic department for their approval.
7. After everyone has approved the internship, you will be notified about how to register for the credit. You can view the completed document in Career Link at any time throughout the semester.