

# the PROFESSIONAL EDGE

## BA 4500

The BA4500 course is the application of professional competencies in the workforce.

### CRITICAL INFORMATION TO KNOW BEFORE YOU APPLY

- **Applications submitted less than 10 business days before the start date WILL NOT be accepted.**
- **Internships must be approved before your start date to receive credit for BA 4500.**
- BA 3500 is a prerequisite for BA 4500. BA 4500 is completed at the same time as an internship.
- You need to apply for approval at least 3 weeks before your internship start date. Applications submitted less than 3 weeks before internship start date are not guaranteed to be approved.

### KNOW THE REQUIREMENTS BEFORE SEARCHING FOR A JOB

An internship for BA 4500 must meet the following requirements:

- 3 internship options:
  - Domestic internship: 8 – 16 consecutive weeks AND minimum of 120 work hours
  - International internship: minimum of 5 consecutive weeks AND 150 work hours
  - Internship + summer Trulaske study abroad: minimum of 4 consecutive weeks AND 120 work hours with an international focus (internship must be completed within 3 months before or 3 months after summer Trulaske study abroad program)
- Significant, professional, business-related responsibilities similar to those a full-time college graduate would have in the organization. You need to add value to the organization and be challenged with a major project, series of smaller projects, or regular responsibilities that require advanced education and knowledge.
- Regular, face-to-face interaction with co-workers, supervisors, and clients.
- Dedicated, experienced supervisor available in person to provide feedback and evaluate performance (no virtual/online reporting). The supervisor must have experience and expertise in the area in which the student is interning.
- Can be either paid or unpaid.
- Follow Department of Labor standards and be in accordance with University policies.
- Five (5) full time business professionals within the company or department whom you will have regular in person interaction with on a consistent basis.

### THE INTERNSHIP CANNOT CONSIST OF:

- Working in a home-based business or for the student's family business
  - Family members cannot be the student's supervisor or business owner
- Working for your own business.
- Doing unskilled tasks the majority of the time such as filing, copying, answering the phone, constructing a database, and data entry.
- Telecommuting (no more than 20% at home).
- Direct to consumer sales without any higher marketing strategy or greater business management component. No door to door sales.
- Working for a business at which you are currently employed or were previously employed.

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### FINDING AN INTERNSHIP

**You are responsible for finding and securing your internship for BA 4500.** Some helpful resources are:

- Business Career Services – 104 Cornell Hall
- Career Fairs
- MU Career Center – lower level of Student Success Center
- Office of Service Learning (if interested in non-profit or government work) – 165 McReynolds Hall
- Handshake
- Study Abroad Program – 213 Cornell Hall
- Network of friends, family, instructors, and mentors

**Many companies interview in the fall for summer internships, so starting early is essential.**

### APPLYING FOR APPROVAL

You should apply for approval once you've secured an internship. You can find the application instructions by going to [business.missouri.edu/edge](http://business.missouri.edu/edge) and clicking on Apply for BA 4500 Course Credit found under Related Links in the right column. The application is completed online and is processed electronically through the Professional Edge office. If you have questions about the process or your internship, you can email or schedule an appointment with the Internship Coordinator.

### ENROLLING IN THE COURSE

Once the approval process is complete, you will receive an email with enrollment instructions for BA 4500. You will need to enroll in the course using these instructions. Do not enroll in the course more than 2 weeks before your internship start date.

### TAKING THE COURSE

This pass/fail course is completed via the Mizzou Online course website. You must earn 70% or higher on each assignment to pass BA 4500. The course is not self-paced – the assignment due dates are determined based on your internship start and end dates. Assignment due dates will differ for students graduating in the same semester in which they are enrolled in BA 4500. Please contact the Internship Coordinator for details about those due dates.

### CONTACT INFORMATION FOR QUESTIONS

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