

# the **PROFESSIONAL** **EDGE**

INTERNSHIP GUIDELINES **BA 4500**

## BEFORE YOU APPLY

Internships must be approved before your start date to receive credit for BA 4500. Applications submitted less than 10 business days before start date will not be accepted. Students must be admitted to upper level courses to be eligible. The course consists of the internship work and concurrent class assignments.

Students may complete one of the following internship options. Internships can be paid or unpaid.

- **Domestic Internship:** 8-16 consecutive weeks + 120 work hours. Students who are within two semesters of graduation, have made a demonstrated attempt at securing an internship (and can provide documentation), and have not secured an internship should contact the internship coordinator to discuss options.
- **International Internship:** Minimum of five consecutive weeks + 150 work hours.
- **Summer Trulaske Study Abroad Internship:** Minimum of four consecutive weeks + 120 work hours with an international focus. Internship must be completed within three months before or three months after summer Trulaske study abroad program.

## INTERNSHIP REQUIREMENTS

- Significant, professional, business-related responsibilities comparable to those that an entry-level, full-time college graduate would have in the organization. Your position adds value to the organization. You are challenged with a major project, series of smaller projects, or responsibilities that require advanced education.
- Face-to-face interaction with colleagues and clients (including virtual).
- Dedicated, experienced supervisor available for regular communication, feedback, and performance evaluation. The supervisor must have experience and expertise in the area in which the student is interning.
- Regular interaction with a team of full-time business professionals within the company.
- Follow Department of Labor standards and University of Missouri policies.

### ACTIVITIES THAT DO NOT QUALIFY FOR BA4500

- Working in a home-based business or the student's family business.
  - Family members cannot be the supervisor or business owner.
- Working on unskilled tasks the majority of the time (such as filing, copying, answering the phone, constructing a database, and data entry).
- Door-to-door or retail sales.

### INTERNSHIP APPLICATIONS THAT REQUIRE AN APPOINTMENT

- A qualifying internship at a **business where you work now or in the past**. Students will be asked to demonstrate new projects or tasks specifically designed for BA4500.
- **Entrepreneurial internships** are evaluated based on mentorship, size, and phase in start-up. Business plan submission may be required.

### FINDING AN INTERNSHIP

**You are responsible for finding your internship. Many companies interview in the fall for summer internships. Start searching early. Helpful resources include:**

- Business Career Services, 104 Cornell
- Study Abroad Program, 213 Cornell
- Office of Service Learning, 165 McReynolds (government/NPOs)
- MU Career Center, Student Success Center
- Career Fairs
- Handshake
- Your network of friends, family, instructors, mentors, and LinkedIn contacts

### BA 4500 APPLICATIONS AND APPROVAL

All BA4500 internships must be approved. Apply for approval once you secure an internship, but well before the start date. Application instructions are available at <https://business.missouri.edu/edge>. Click the "in this section tab" on the left and then "Apply for BA4500 Internship" to complete the application.

### QUESTIONS AND APPOINTMENTS

Please contact the internship coordinator at [BA4500@missouri.edu](mailto:BA4500@missouri.edu) or 573-884-2007.