

TRULASKE EDGE

INTERNSHIP GUIDELINES BA 4500

BEFORE YOU APPLY

Students in the Trulaske College of Business are required to complete an internship. While working at an internship site, the student is enrolled in a course (BA 4500) that helps guide the student's professional development. Internships are a chance for students to develop professional experience in the business world and hone their professionalism. Internships must be approved before your start date to receive credit for BA 4500.

APPLICATION DEADLINES

- **Fall**
 - 16-Week and First 8-week: August 1
 - Second 8-week: September 15
- **Spring**
 - 16-Week and First 8-Week: January 1
 - Second 8-Week: February 15
- **Summer**
 - 8-Week: May 1

INTERNSHIP REQUIREMENTS

- Significant, professional, business-related responsibilities comparable to those that an entry-level, full-time college graduate would have in 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.
- Students may complete one of the following internship options. Internships can be paid or unpaid.
 - **Domestic Internship:** 8-16 consecutive weeks + 120 work hours.
 - **International Internship:** Minimum of five consecutive weeks + 150 work hours.
- If using a qualifying internship at a business where you work now or in the past, students will be asked to demonstrate new projects or tasks that meet the BA 4500 requirements.
- Entrepreneurial internships are evaluated based on mentorship, size, and phase in start-up. Business plan, marketing plan, and financials for the business will be required.

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ACTIVITIES THAT DO NOT QUALIFY FOR BA4500

- Working on unskilled tasks the majority of the time (such as filing, copying, answering the phone, constructing a database, and data entry).
- Working in a home-based business or the student's family business.
- Family members cannot be the supervisor or business owner.
- Door-to-door sales or marketing, retail sales, or cold calling.
- Working in an industry or for a company that provides products or services that are not legal under federal, state, and/or local law, such as marijuana and some CBD products.

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
- Career Fairs
- Handshake
- MU Career Center
- Networking – Friends, family, mentors, LinkedIn contacts, etc.
- Office of Service Learning
- Trulaske Global Opportunities

BA 4500 APPLICATIONS AND APPROVAL

All BA 4500 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/student-development/career-preparedness/trulaske-edge/ba-4500-internship-course>.

QUESTIONS AND APPOINTMENTS

Please contact the Internship Coordinator at BA4500@missouri.edu or (573) 884-2007.