

the TRULASKE EDGE

BA 4500 INTERNSHIP GUIDELINES

Internships provide a valuable opportunity for students to gain business experience and expand their professional skills. All students in the Trulaske College of Business complete a required internship as part of the [Trulaske Edge](#) professional development program.

During the internship experience, Trulaske students are enrolled in an internship course (BA 4500) that helps guide their professional development. To receive credit for BA 4500, internships must be approved before the start date.

REQUIREMENTS

To qualify for BA 4500, internships must provide:

- Significant, professional, business-related projects or 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.
- 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.
- 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.

NON-QUALIFYING ACTIVITIES

The following work does not qualify for BA 4500 internship credit:

- Working on unskilled tasks most of the time (such as filing, copying, answering the phone, constructing a database, and data entry).
- Social media account management.
- 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.

APPLICATION DEADLINES

BA 4500 internships are completed in 8-week or 16-week terms. Before students apply for BA 4500, their internship must be secured with their employer.

- Fall: August 1 (16-week term and 1st 8-week term), Sept. 15 (second 8-week term)
- Spring: January 1 (16-week term and 1st 8-week term), February 15 (second 8-week term)
- Summer: May 1 (8-week term)

BA 4500 APPLICATIONS AND APPROVAL

Step 1: Student applies for an internship and is hired by an employer.

Step 2: Student completes the BA 4500 application by the term deadline.

Step 3: BA 4500 application is reviewed and approved by the Trulaske Edge office.

Step 4: Internship supervisor provides approval of internship responsibilities and start/end dates.

Internships must be active during the entire course duration.

For more info, contact BA4500@missouri.edu or visit <https://business.missouri.edu/edge>.