

the TRULASKE EDGE

BA 4500 INTERNSHIP GUIDELINES

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. This course is not required for students in the Accountancy program. If you are unsure if your internship meets the requirements, feel free to contact us at BA4500@missouri.edu.

BA 4500 APPLICATION DEADLINES

	16-Week/First 8-Week	Second 8-Week
Fall	August 1	September 15
Spring	January 1	February 15
Summer	May 1	

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.

FINDING AN INTERNSHIP

Students are responsible for finding an 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](#)
- [Office of Service Learning](#)
- [Trulaske Global Opportunities](#)
- Networking – Friends, family, mentors, LinkedIn contacts, etc.

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

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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 business 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 + 120 work hours.
- Your internship must be active during the entire period of the course, and you must meet the 120-hour requirement between the course start and end dates. Hours/weeks completed before or after the course dates do not count towards this requirement.
- 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 (minimum of two years as a registered business). Business plan, marketing plan, and financials for the business will be required. The student must also have a professor from within Trulaske to mentor them during the timeframe of the course.

NON-QUALIFYING ACTIVITIES

But not limited to:

- Working on unskilled tasks the majority 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.
- 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.

