BA 4500 Internship Requirements

During an internship, you experience the business world by developing skills and professional competencies. You will also gain great experiences to list on your resume and discuss during job interviews. **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. Applications submitted on or after the start date will not be accepted.**

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 TCoB 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 TCoB 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, clients, etc.
- Dedicated, experienced supervisor available in person to provide feedback and evaluate performance. The supervisor must have experience and expertise in the area in which the student is interning.
- New experience taking you outside of your comfort zone (e.g., new position, leadership role, new or additional responsibilities, new project, department change).
- Can be either paid or unpaid.
- Follow Department of Labor standards and be in accordance with university policies.

The internship **CANNOT** consist of:

- Working in a home-based business or for the student’s family business
  - Family member cannot be the student’s supervisor or owner of the business
- Working as a bank teller
- Doing menial tasks the majority of the time (filing, copying, answering the phone, constructing a database, data entry, etc.)
- Telecommuting (no more than 20% at home)
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Sales positions are acceptable if:
• Part of a larger management training program (like several major retailers have)
• High level of face-to-face supervision (no virtual/online reporting)
• No residential door-to-door sales

Entrepreneurial internships will be considered on a case-by-case basis and scrutinized carefully to ensure the internship provides the type of opportunity that is the goal of the BA 4500 course. For these internships to be approved, the intern needs either a high level of supervision (by a full-time employee) or multiple direct reports.

Finding an Internship
Resources:
• Business Career Services – 104 Cornell Hall
• Career Fairs
• MU Career Center – lower level of Student Success Center
• Office of Service Learning – 165 McReynolds 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/pdp and clicking on Apply for BA 4500 Course Credit found under Related Links in the right column. The application is completed online through CSO and is processed electronically through the PDP 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 to pass BA 4500. The course is not self-paced – the assignment due dates are determined based on your internship start and end dates.