

Important Notice

You should apply for BA 4500 approval as soon as you have accepted an internship – at least 3 weeks before the internship start date.

Applications submitted less than 3 weeks before internship start date are not guaranteed to be approved.

Applications submitted less than 10 business days before the start date will not be accepted.

Internships must be approved before start date in order to receive credit for BA 4500.

Applying for BA 4500 Course Credit

Congratulations on securing an internship! This is an exciting time as you work toward your business career. Follow the steps listed below to apply for BA 4500 course approval.

[Click here to apply for your internship experience to count for BA 4500 course credit.](#)

Application Instructions:

1. Download and [review the “BA 4500 Key Information” document to view the REQUIREMENTS](#) for an internship to qualify for BA 4500 course credit. These are the criteria that we will review to determine if an application will be accepted.
2. Review the CHECKLIST to ensure you have the necessary information to complete the application.

Submit your application. Click on the link above, or copy and paste this link into a browser:

https://missouri.qualtrics.com/jfe/form/SV_8xnjprQUrQIaCIT

3. Review Approval Process information.

- Be sure to review all of the information in this document for next steps after submitting an application.

Approval Process:

[Please allow up to 3 weeks for the entire approval process.](#)

- After you have submitted, the PDP office will review your application. If your application is not complete, needs revisions, or does not meet the specifications for BA 4500, you will receive an email asking you to update the application or schedule an appointment to discuss.
- After PDP approval, your supervisor will receive your application for second approval. Let your supervisor know to expect this email within 1-2 weeks of submitting your application.
- Once the approval process is complete, you will receive an email with enrollment instructions for BA 4500 and you will enroll yourself in the course using these instructions.

Applying for BA 4500 Course Credit

After you are approved you will receive an email with instructions to:

Allow 48 business hours to receive an email from Mizzou Online with your login ID and password.

1. Log into MyZou and enroll in BA 4500. Do not enroll more than 2 weeks before your start date.
2. Specify your internship start date to finalize enrollment.
3. Mizzou Online will grant you full access to the course on your internship start date.
4. Log onto Mizzou Online. Review the BA 4500 syllabus and your assignment due dates.

Checklist – Have this Information on Hand to Complete the BA 4500 Application:

EMPLOYER INFORMATION

- Organization Name**
- Organization Address**
- Supervisor Name**
- Supervisor Email**
- Supervisor Phone**
- Supervisor Title**

INTERNSHIP INFORMATION

- Job Title**
 - Start Date**
 - End Date**
 - Pay Rate** (include any workplace expenses you will incur)
 - Hours per Week**
 - Total Hours**
 - o Minimum of 120 hours – national
 - o Minimum of 150 hours – international
 - Total Weeks** (must be consecutive)
 - o 8 – 16 weeks for national
 - o 5-week minimum for international
 - o 4-week minimum when paired with summer TCoB study abroad program
 - Primary Responsibilities/Project Description**
 - o **CRITICAL** – We ask for 5-7 detailed sentences about your specific tasks/duties during the internship. Your job description should be very detailed with your responsibilities. Your employer should provide a job description during the interviewing process.
 - Workplace Overview Description**
 - o **CRITICAL** – Working in home-based businesses, in sales jobs without a local office, or telecommuting do not meet the requirements for BA 4500. You must report to a physical location with other employees to be considered an internship.
 - o Provide a description of the workplace environment, where you are working, and with whom you are working.
- (Primary responsibilities continued...)*
If not sufficient in detail, you will receive an email requesting more information before your application can be considered for approval.