WHAT IS AN INTERNSHIP?

Internships provide real-world work experience relating to a student’s major. The work experience can occur in a variety of for-profit, government, and not-for-profit organizations of any size. Internships are required for all four-year business degrees and are available, but not required, for two-year degrees. Internship credit cannot apply to business minors. The internship will appear on your academic transcript. Most business interns are compensated for their work, although some volunteer. (Note: laws limit the work non-paid interns can do in for-profit businesses). The majority of internships occur during the summer, but some occur during the school year. Five internships areas exist in business: accounting (ACCT490), finance (FINA490), general business (GBUS490), management (MGMT490), and marketing (MKTG490). If an internship is not directly related to one of these areas, use the GBUS490 prefix.

HOW WILL INTERNSHIP CREDIT APPLY TOWARD A BUSINESS DEGREE?

Internships must be approved and registered for in advance (past work experience does not qualify). A minimum of 120 hours of documented, acceptable work experience is required, regardless of the number of credits earned (0-4 credits). Working three 40-hour weeks or twelve 10-hour weeks would meet the requirement. Students can choose to complete the internships for 0-4 credits. Many students complete the internship for zero credit because they don’t need the credits and/or don’t want to pay tuition for the credits. For zero credit, tuition is not charged but an administrative fee of $300 is assessed. For-credit internships are charged tuition at the normal per credit rate. A traditional letter grade is not given for internships; rather an “S” is assigned for “Satisfactory” which will appear on the transcript. If the internship is not completed by the time quarter grades are due, faculty advisors will assign an In-Progress (IP grade) that will be removed when all requirements are met.

WHAT ARE THE STEPS TO COMPLETE AN INTERNSHIP?

1. Find an internship. The School of Business and the Student Development Center can assist you.
2. Discuss the feasibility and appropriateness of the internship with your academic advisor and the business dean, Dr. Toews.
3. Meet with the Internship Coordinator at the Student Development Center (527-2664; lower level of Village Hall) who will explain the internship requirements. Your faculty internship advisor will be Dr. Toews (bruce.toews@wallawalla.edu).
4. The forms to be completed during the internship include: Internship Registration Agreement, Learning Objectives Agreement, Weekly Time Sheets, Time Verification, Student Evaluation, and Employer Evaluation. All of these forms are completed online.
5. When all of the requirements have been met (including submission of an evaluation by your work supervisor), the faculty advisor will assign a grade of “S” for satisfactory completion. If the internship is not completed by the time grades are due, an In-Progress (IP grade) will be assigned that will be removed when all requirements are met.

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