WHAT IS AN INTERNSHIP?
Internships provide real-world work experience relating to your degree. The work experience can occur in a variety of for-profit, government, and not-for-profit organizations of any size. The internship will appear on your academic transcript so you must register for it. Most internships are paid (laws limit the work non-paid interns can do in for-profit businesses).

IN WHAT SUBJECT AREAS ARE INTERNSHIPS OFFERED?
Six internships areas exist in business: accounting (ACCT490), finance (FINA490), general business (GBUS490), law (LAW490), management (MGMT490), and marketing (MKTG490). The internship prefix (e.g. ACCT, etc.) should align with the nature of the work. If an internship is not directly related to one of these areas, use the GBUS490 prefix (general business).

WHEN SHOULD I REGISTER FOR AN INTERNSHIP?
Internships are required for all 4-year business degrees* and are available, but not required, for the 2-year degree and minors. Most students register for internships in the summers between the junior and senior years or, less commonly, between the sophomore and junior years. A few students complete internships during the regular school year. Some procrastinators will even do their internships after they have finished their coursework, but that defeats the purpose and is strongly discouraged. Many motivated students complete multiple internships.

HOW WILL INTERNSHIP CREDIT APPLY TOWARD A BUSINESS DEGREE?
Internships must be approved and registered for in advance (past work experience generally 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). For example, working three, 40-hour weeks would meet the requirement. Students complete internships for 0-4 credits. For-credit internships are charged tuition at the normal rate. Many students complete internships for zero credit because they don’t need the credits and/or don’t want to pay tuition. Although tuition is not charged for zero credit internships, an administrative fee of $300 is assessed to cover administrative costs. Therefore, financial clearance is needed for all internships, regardless of the credits earned. 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, the faculty advisor 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 sends out emails weekly with a list of internship opportunities in business. The Student Development Center can also assist in finding an internship.
2. Discuss the feasibility and appropriateness of the internship with Dr. Toews, Associate Dean. He will be your Faculty Internship Advisor. On all internship forms, please enter his email address (bruce.toews@wallawalla.edu). Do not enter the email address of your Academic Advisor, who may be a different person.
3. Meet with the Internship Coordinator at the Student Development Center (527-2664; lower level of Village Hall) who will explain the internship requirements.
4. For summer internships: Obtain financial clearance from Student Financial Services. This is necessary because a $300 administrative fee is assessed for zero credit internships and regular tuition applies to for-credit internships.
5. You do not register for internships like you do for other classes. Rather, complete the Internship Registration Agreement form on the College Career Network (CCN) website. The Internship Coordinator (See Step 3 above) can help you. A copy of the Internship Registration Agreement form will automatically be forwarded to the Registrar who will register you for the internship. Click here for registration instructions. Click here to go to the CCN website.
6. Six forms are completed for the internship, as follows: (a) Form 1-Internship Registration Agreement; (b) Form 2-Learning Objectives Agreement; (c) Weekly Time Sheets (showing at least 120 hours); (d) Form 4-Time Verification; (e) Form 5-Self Evaluation; and (f) Form 6-Employer Evaluation. All of these forms are completed online.
7. When all of the requirements have been met (including the Employer Evaluation), Dr. Toews will assign a grade of “S” for satisfactory completion. If the internship is not complete by the time grades are due, an In-Progress (IP) grade will be assigned that will be removed when all requirements are met.

* The internship requirement may be waived for students who have significant and verifiable work experience in a business-related area prior to enrolling at WWU, as determined by the School of Business Associate Dean. Internships are required for joint Information Systems majors but not for Automotive or Aviation Management majors.

(Revised 9/1/2018; saved at UAAOffice/aa-Resources for Advisors)