A. WHAT IS AN INTERNSHIP?
Internships provide real-world work experience relating to your major. 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).

B. IN WHAT SUBJECT AREAS ARE INTERNSHIPS OFFERED?
Six internship areas exist in business: accounting (ACCT490), finance (FINA490), general business (GBUS490), law (LAW490), management (MGMT490), and marketing (MKTG490). The internship prefix should roughly align with the nature of the work. If an internship will not closely relate to one of these areas, use the GBUS490 prefix (general business).

C. 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. Internships must be approved and registered for in advance (past experience generally does not qualify*). Generally, registration should occur before the second week of the quarter. See Letter E below for how to register. Most students complete internships in the summers between their junior and senior years or even between their sophomore and junior years. However, some internships are done during the school year. While multiple internships are encouraged, registration for only one is needed.

D. HOW WILL INTERNSHIP CREDIT APPLY TOWARD A BUSINESS DEGREE?
A minimum of 120 hours of documented work experience is required, regardless of the number of credits earned (0-4 credits). For example, working three, 40-hour weeks or twelve, 10-hour weeks would meet the requirement. For-credit internships are charged tuition at the normal rate (because regular course credits are replaced). A fee of $300 is assessed for zero-credit internships to cover administrative costs. Financial clearance is needed for all internships, regardless of the credits earned (contact Student Financial Services at 509-527-2815). A letter grade is not given for internships; rather an “S” (“Satisfactory”) will appear on the transcript. If the internship is not completed by the time quarter grades are due, an In-Progress (IP) grade will be assigned, which will be removed when all requirements are met.

E. WHAT ARE THE STEPS TO COMPLETE AN INTERNSHIP?
1. **Find an internship.** The School of Business sends out weekly emails with a list of internships available. Also, the Student Development Center keeps a list (go [here](#) & [here](#)). For extra SDC help, complete the Internship Interest Form.
2. **Obtain pre-approval from Dr. Toews.** Assoc. Dean, who will be your Faculty Internship Advisor, by completing the Internship Pre-Approval Form. Dr. Toews contact: bruce.toews@wallawalla.edu, 509-527-2376, BWH118.
3. **Make an appointment for a 10-minute consultation with the Internship Coordinator at the Student Development Center** (509-527-2664; career@wallawalla.edu; lower level of Village Hall). Either Darel Harwell or Heidi Roberts will explain the internship documentation process and 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 when any credits are earned. Contact Student Financial Services at 509-527-2815.
5. **To register**, create an account on the [CCN website](#) and complete the Internship Registration Agreement form (i.e. you do not register on myWWU like you do for other classes). The Internship Coordinator (Step 3 above) can help you. A copy of the Internship Registration Agreement will be automatically forwarded to the Registrar who will register you for the internship. Click [here](#) for SDC instructions. Click [here](#) for the CCN website.
6. **Six forms are completed** on the CCN website: (a) Form 1-Internship Registration Agreement; (b) Form 2-Learning Objectives Agreement (to be completed in consultation with your work supervisor); (c) Weekly Time Sheets (totaling at least 120 hours); (d) Form 4-Time Verification; (e) Form 5-Self Evaluation; and (f) Form 6-Employer Evaluation. Your work supervisor will approve Forms 1, 2, & 4 and complete Form 6 via the CCN website.
7. **Dr. Toews will assign a grade of “S” (Satisfactory)** when all of these forms are submitted. If the internship is not done when grades are due, an In-Progress (“IP” grade) will be assigned that will be removed when all requirements are met.

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* 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 degree Information Systems majors but not for Automotive or Aviation Management majors.

(Revised 8/1/2019; saved at UAAOffice4Internships)