WWU School of Business  
INSTRUCTIONS FOR BUSINESS INTERNSHIPS

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 businesses and government or 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?
Business students can choose from six internship areas: accounting (ACCT490), information systems (CIS490), finance (FINA490), general business (GBUS490), law (LAW490), management (MGMT490), and marketing (MKTG490). The internship prefix should 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). For BBA students, the internship area does not have to be the same as the concentration.

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/website costs. Financial clearance is needed for all internships, regardless of the credits earned (for questions, contact Student Financial Services at 509-527-2815). A letter grade is not given for internships; rather an “S” for 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 that 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 emails with a list of internships available. Also, the Student Development Center keeps a list. 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. Questions? Contact bruce.toews@wallawalla.edu, 509-527-2376, BWH118.
3. Contact the Internship Facilitator at the Student Development Center (509-527-2313; career@wallawalla.edu; lower level of Village Hall). Heidi Roberts, Darel Harwell, or David Lindstrom will explain how to register for the internship using the Handshake website.
4. For summer internships only, separately obtain financial clearance via MyWWU. This is necessary because a $300 administrative fee is assessed for zero-credit internships and regular tuition applies when credits are earned. Questions? Contact Student Financial Services at 509-527-2815.
5. To register for internships, you don’t enroll on MyWWU or Highpoint, like you do for other classes. Rather, you create an account on Handshake (use your WWU login) and complete an Internship Experience Request form. If you have questions, the SDC Facilitator (Step 3 above) can help you. A copy of the Internship Registration Agreement will automatically be forwarded to the Registrar who will enroll you in the internship course.
6. To document your internship, several forms are completed:
   - See the Business Internship Page for forms to be completed by the intern: (1) Internship Pre-approval Form; (2) Learning Objectives Form (complete within two weeks of start of internship); (3) Weekly Progress Report (submitted twice, halfway through and at the end); and (4) Self-Evaluation Form (submitted at end of internship).
   - The Handshake website is used for initial internship registration and for work supervisors to complete a mid-term and final “employer evaluation.”
7. Dr. Toews will assign a grade of “S” (Satisfactory) when all of these forms are in. 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.

* Internship requirements 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. See here for seniors whose planned internship was canceled due to COVID-19.

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