

Interdisciplinary Studies 4942 Policies:

- Students must be in good academic standing (a term and cumulative GPA of 2.0 or higher) and cannot be on academic probation to apply for approval of an internship.
- Students must not have any active Student Conduct holds when applying for approval of an internship.
- Students may not complete an internship at an existing position.
- Students must work 40 hours for each credit hour earned. 1=40, 2=80, 3=120, 4=160, 5=200, 6=240.
- Students must fulfill all the assignments outlined in the syllabus, and the internship supervisor must submit a performance evaluation.
- Internships receive a grade of S or U (pass/fail).
- Students may not earn retroactive credit for internships.
- Check with your advisor regarding the maximum number of hours of internship, readings, and/or special problems that you may apply toward graduation. ****This course will count as elective credit****
- The office reserves the right to deny internship approval to any student or any internship site it believes will not reflect positively on the University.

NOTE: Students planning to complete an internship abroad must complete the steps outlined under the Internships Abroad section at <https://coas.missouri.edu/students/internships> **BEFORE** submitting an internship application.

Internship Proposal Instructions:

Compose a proposal outlining the details of your internship. Papers should have 1-inch formatting, 12 point Times New Roman font. Address the following specifics in your proposal and attach the document to your internship application. (Length: 250-600 words)

- **Who:** Name the company or organization for which you are interning and explain what it does. Include your supervisor's name and position.
- **What:** Describe your learning objectives. Explain specific tasks you will perform, responsibilities you will hold, and assignments you expect to complete during the internship period.
- **Where:** State the specific location where you will be interning.
- **When:** Report the days, times and duration (start and end dates) during which you will be interning. Remember that you must work 40 hours for each credit earned.
- **Why:** Explain why you think this will be a worthwhile experience. How will you benefit from this experience? How will the company or organization benefit from your work?
- **How:** How did you learn about this internship and how will this internship connect to your career interests?

The College of Arts and Science Internship Office reserves the right to ask you to resubmit your proposal and/or application if it is incomplete and/or if there are significant errors with format/organization/mechanics. Your writing reflects your academic and professional ability, and you should take it seriously. You are expected to proofread your proposal in advance to check for any errors.