

INTERNSHIPS + ACADEMICS

STUDENTS CAN

- Earn up to **12 credit hours** for internships throughout their collegiate career
- **Be paid for their internships** even if they are earning credit
- Complete more than one internship at the same time or at the same employer, as long as the total number of **credits does not exceed 12**
- Receive credit for a continuing internship as long as the job duties, learning goals and academic work are different.
- **Can not receive academic credit for past internships.** Failure to complete forms or procure faculty supervision prior to completing the work experience results in forfeiture of academic credit.

TUITION/FEES

FALL/SPRING

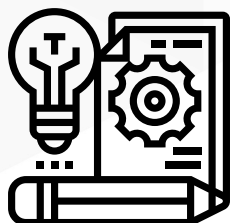
- **\$0** during academic year for full-time students
- Per-credit-hour fee for part-time students
- If class load **exceeds 19 credits**, the student must **pay the current overload fee.**

SUMMER/WINTER

- **Per-credit-hour fee** for all students

Contact the Business Office for the current rate.

TWO COURSE OPTIONS



ITS 399 (1-4 credits)

Students must

- Be at least a sophomore
- Completed at least 26 credits
- A minimum of 2.0 overall GPA

ITS 409 (5-12 credits)

Students must

- Be at least a junior/senior
- Completed at least 56 credits
- A minimum of 2.5 overall GPA

INTERNSHIP FOR ACADEMIC CREDIT

One academic credit for every

- 35 work hours
- 10 academic hours

Determining hours per week

- Fall/Spring: max. 20 hrs./week
- Winter/Summer: max. 40 hrs./week

The first and last day of an internship **must be within** the dates of a semester or winter/summer break

Students will be expected to submit timesheets to track of their hours

REQUIRED HOURS COMPLETED

CREDIT	ON-SITE	ACADEMIC	TOTAL
1	35	10	45
2	70	20	90
3	105	30	135
4	140	40	180
5	175	50	225
6	210	60	270
7	245	70	315
8	280	80	360
9	315	90	405
10	350	100	450
11	385	110	495
12	420	120	540

INTERNSHIPS WITH INTENTION

To intern or not to intern—that's the real question.

Internships are more than just a line on your resume. They're your chance to dive in to real-world experiences, explore your field of study in action, and gain hands-on knowledge that textbooks can't always offer. Whether you're discovering your career path, building valuable connections, or preparing for life after graduation, an internship is a smart step toward your future success.

Choosing an Internship

What to Look for...

Relevant Experience

Aligned with your major or career goals.

Skill Development

Tasks that build practical, career-ready skills.

Professional Environment

Real teamwork/exposure to workplace culture.

Project-Based Work

Includes clear goals and meaningful contributions.

Industry Insight

Provides a look into real tools, methods, and workflows.



What to Avoid...

Irrelevant Work

Tasks unrelated to your field or goals.

Too Many Menial Tasks

Occasional is fine, but shouldn't be main tasks.

Lack of Structure

No clear guidance, supervision, or support.

No Learning Outcomes

No defined goals or measurable takeaways.

Limited Team Interaction

Little to no collaboration and inclusion in the workplace.



Where to Look for Internships?



Missouri Intern Connect - <https://www.mointernconnect.com>

Handshake - students receive a free account, need to activate

Job Boards - LinkedIn, Indeed, Glassdoor, etc.

Company Websites - interested in a particular company or field go directly to their websites

Personal Network - talk to family, friends, teachers, former employers

Google Search - just do a blanket Google Search using the specific search terms

Registering an Internship

Information Needed to Complete the On-line Internship Registration Form

- Employment Letter - Letter, email or text message directly from your site location.
- Three career development goals
- Ensure you are in good standing with the Business Office.
- Secure a faculty/course instructor

Internship Registration Process

1. Meet with Academic Advisor
 - Determine eligibility
 - Decide on credit hours
2. Discuss and/or determine goals
3. Meet with the Internship Coordinator to discuss options if no site is secured
4. Secure their site and identify the site supervisor for internship
5. Secure a faculty/course instructor
6. Determine three goals for the internship
7. Register your internship via MyWC Student E Form

