

WESTMINSTER COLLEGE INTERNSHIP PROGRAM QUICK FACTS

Two course options

ITS 399 (1-4 credits)

Students must have

- At least 26 credits completed
- A minimum of 2.0 overall GPA

ITS 409 (5-12 credits)

Students must have

- At least 56 credits completed
- A minimum of 2.5 overall GPA

Tuition/Fees

Spring/Fall

- \$0 during the academic year for full-time students
- Per-credit-hour fee for part-time students
- Check with the Business Office for current rate.

Summer/Winter

- Per-credit-hour fee for all students
- Check with the Business Office for the current rate.

All credit-bearing internships require:

Registration of the internship with the Employer Connections Coordinator

- Fall/Spring: Add Course deadline (see Academic Calendar)
- Winter: prior to internship start date
- Summer: prior to internship start date or June 12th, whichever is earlier

Create career skill area learning goals and share with course instructor & site supervisor

Document internship site hours and academic work hours (see below), submitting timesheets in your internship Canvas course

Complete all evaluations: 1) mid-term, 2) final and 3) internship program review

Required work hours to earn academic credit

# credits	Site hours (min.)	Academic hours (min.)	Total hours (min.)	"per week" average (based on 15 weeks)
1	35	10	45	2h 20m on site + 40m on academics
2	70	20	90	4h 40m + 1h 40m
3	105	30	135	7 + 2
4	140	40	180	9h 20m + 2h 40m
5	175	50	225	11h 40m + 3h 20m
6	210	60	270	14 + 4
7	245	70	315	16h 20m + 4h 40m
8	280	80	360	18h 40m + 5h 20m
9	315	90	405	21 + 6
10	350	100	450	23h 20m + 6h 40m
11	385	110	495	25h 40m + 7h 20m
12	420	120	540	28 + 8

WESTMINSTER COLLEGE INTERNSHIP PROGRAM Q&A

What is an internship?

An internship is an opportunity for a student to learn about a career or industry by contributing to an organization. In return, the hosting organization welcomes the intern as a temporary member of the team and designates someone to supervise and mentor the intern. We suggest interns spend no more than 20% of their time on routine work, such as filing or data entry.

How many hours do the interns have to work?

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

Students can earn one academic credit for every 35 hrs (minimum) at the internship site.

What if I want to hire an international student?

There is no additional paperwork or requirements for employers to hire international students as interns. The student is permitted only to participate in internships that directly relate to their major. NOTE: The student is required to get I-20 approval from the Coordinator of Global and Educational Services prior to their start date.

I want to develop an internship scholarship in my field or donate to an internship fund?

We would love to have these opportunities for WC students. Contact the Employer Connections Coordinator to start the conversation.

Greg Richard Office of Advising & Career Development
Reeves Library, Student Success Center

careersrv@wcmo.edu | MyWC - Student Success Center tab - WC Internship Program

What are the pre-requisites to complete an internship?

Westminster College does not require any pre-requisites for non-credit internships. Any student can do a non-credit internship at any time. Students must be at least a sophomore (27 credits completed or transferred) in order to earn one credit for an internship. Juniors (57 credits completed/transferred) and seniors can earn 1-12 credits for internships.

Is my company required to pay the intern?

Non-profit organizations are not required to pay their interns. For-profit organizations must refer to the [U.S. Department of Labor's Fact Sheet #71](#) in determining whether to pay the intern.

Can interns be paid if they are earning credit?

Yes. Interns may be paid even if they are earning credit.

What can an intern do?

Interns can assist organizations in many ways. Examples include social media management, compiling data, job shadowing, task projects (like e-file clean up and management), team member for a larger project, help with writing/reviewing manuals, and company/industry training. The purpose of an intern is not to replace an employee but rather to mentor and educate a student on a career/industry.

I want to post an internship so WC students can apply. How do I to do that?

Contact the Employer Connections Coordinator for instructions or visit www.westminster-mo.edu/career/recruiters/default/.

I want to develop a company internship program. Do you have resources to help me?

Yes we do! Contact the Employer Connections Coordinator for these resources.



STUDENT SUCCESS CENTER
GREG RICHARD OFFICE OF ADVISING & CAREER DEVELOPMENT
WESTMINSTER COLLEGE