APPLICATION FOR INTERNSHIP 4940 OR READINGS 4960

University of Missouri / College of Arts & Science / Office of Multidisciplinary Degrees
Email: umcasomd@missouri.edu   Website: https://omd.missouri.edu

Instructions:
1. Complete this entire application AFTER reading page 2.
2. If completing an Internship, attach a proposal to this form. Proposal instructions are included on page 2.
3. Have your Internship supervisor or Readings professor sign the form, or attach an email from them verifying you are completing an Internship or Readings.
4. Bring the completed application to 326H Strickland Hall (9am-noon or 1pm-4pm) or email it to umcasomd@missouri.edu.
5. The office will review your application. If approved, you will be given permission to enroll in the course in myZou. Students must register by the last day to add a course for the semester. To avoid late fees, enroll during the early registration period. These dates are available at http://registrar.missouri.edu/academic-calendar/.

Student Information:

Name	Phone	Graduation date
Student ID#	MU email	Major (Circle): BGS, IDS, INTL_ST Focus/Component Areas:

Internship Supervisor or Readings Professor Information:

Name	Phone	Email
Agency or MU department	Agency address	

Course Information:

Term and year:	4940 Internship or 4960 Readings	
Is this course your Capstone? YES or NO		Number of credit hours? 3 or 6

_____ _____
Supervisor/faculty signature & date   * Student signature & date

*By signing this document you are verifying you meet the requirements to participate, you have read and understand the policies, and you will fulfill the requirements outlined in the syllabus.

If your internship is in the government or non-profit sector, it may qualify for Service-Learning transcript designation. Please check here to indicate if you are interested in Service-Learning transcript designation for this course. ____ Yes ____ No

Internships 4940 Policies:

- Students must be in good academic standing (a term <u>and</u> 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 Conducts holds to apply for approval of an Internship.
- Students may not complete an Internship at an existing position.
- Students must work 50 hours for each credit hour earned. 3-credit and 6-credit options are available.
- 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.
- A maximum of 6 hours of Internship may apply to graduation for General Studies and Interdisciplinary Studies majors.
- A maximum of 12 hours of Internship, Readings, and/or Special Problems may apply to graduation for General Studies and Interdisciplinary Studies majors.
- The Office Reserves the right to deny internship project 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 at https://omd.missouri.edu/?q=internships BEFORE submitting an internship application.

Internship Proposal Instructions: Compose a well-written proposal outlining the details of your internship. Papers should have 1-inch formatting, 12 point Times New Roman font, page numbers, and double-spacing. 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: Explain the specific tasks you will perform, the responsibilities you will hold, and the 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 (date range) during which you will be interning. Remember that you must work 50 hours for each credit earned. 3 credits = 150 hours; 6 credits = 300 hours.
- 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 will this internship specifically connect to one or more of the components in your individualized major?

The Office of Multidisciplinary Degrees 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.

Readings 4960 Description: Students work independently with MU faculty on research and/or professional projects. A student finds a campus professor with whom to work. Together, they create concrete objectives for a meaningful project. The professor guides and supervises the student towards completion of the project and is responsible for awarding a letter grade for the course. A maximum of 12 hours of Internship, Readings, and/or Special Problems may apply to graduation for General Studies and Interdisciplinary Studies majors.

Internship or Readings as Capstone:

- The Capstone must be completed in the final 45 hours of coursework.
- Students must earn a C- or higher or grade of Satisfactory to fulfill the Capstone requirement.
- Students must have a Capstone approved by their academic advisor.
- Students may complete an Internship or Readings without using the hours to fulfill the Capstone requirement.