UMKC
Internship Reference Guide

Overview

The first goal in the University of Missouri-Kansas City Strategic Plan 2010-2020 clearly states our commitment to placing student success at the center. Engaging students in "high impact" educational practices such as undergraduate research, internships, study abroad experiences and first-year/capstone seminars is a key way to provide an optimal learning environment for all students.

Career Services in the Division of Student Affairs and Enrollment Management is committed to the on-going process of creating an Internship Reference Guide. The focus of the guide is to provide a one-stop reference for students, faculty, and employers for Internship processes as well as information on other "high impact" experiences such as undergraduate research, study abroad and service learning opportunities.

The Internship Reference Guide contains information about academic department internship contacts, credit/non-credit internship course options, as well as eligibility and completion requirements. With this information in one location, Career Services will be able to more effectively provide information and referrals to students, UMKC faculty/staff, employers, potential students and parents as questions arise regarding internships.

Career Services has included the information currently reported by a School, College or Department. As more information is reported, the guide will be continuously updated.

"High Impact" Educational Experiences

In addition to internship opportunities, undergraduate research, study abroad and service learning are important "high impact" educational experiences. While the guide focuses on departmental internship information and contacts, Career Services encourages you to review the brief introductions to each of the experiences you may participate in while a UMKC student.

Undergraduate Research / SEARCH: www.umkc.edu/searchsite

The Council on Undergraduate Research defines it as an inquiry or investigation conducted by an undergraduate student that makes an original intellectual or creative contribution to the discipline. Many benefits of participating in UMKC's SEARCH program include:

- One-on-one faculty interaction
- Hands-on experience in a field of your choice
- A safe place for intellectual risk-taking
- Learning to think creatively and development problem solving skills
- Understanding and applying research methods and ethics while creating new knowledge
- Enhancing professional communication skills
- Explore potential careers
- Presenting your work in a public forum with the opportunity for professional feedback and recognition for achievement

UMKC students from all academic disciplines may participate in SEARCH. For a list of last year's undergraduate research projects, an application and steps on how to get started with the process, go to www.umkc.edu/searchsite

Study Abroad / International Academic Programs: http://www.umkc.edu/international/default.aspx

Studying Abroad allows students to complete an academic program outside of the United States. Currently, UMKC has study abroad programs with schools in Australia, Austria, Belgium, China, the Czech Republic, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Lithuania, Mexico, the Netherlands, New Zealand, Norway, Portugal, Scotland, South Africa, Spain, Sweden and Switzerland.

UMKC undergraduate students in good standing who have completed at least one full time semester at UMKC with those grades on their transcript are all eligible to study abroad, although individual programs will have their own particular eligibility requirements. Students must have a minimum cumulative UMKC GPA of 2.75. Some programs require sophomore or junior standing and many have additional minimum GPA requirements, usually from 2.75 - 3.0. Please consult specific program information for further information about eligibility requirements.

UMKC strongly encourages its students to study abroad: direct experience of another culture is the best way to communicate across barriers of customs, language, geography, and politics. An encounter with different values, educational methods, and with a foreign culture can broaden the student's understanding of the world. For a list of programs and more information, please directly to International Academic Program's website.

UMKC Service-Learning / Serve 2 Learn: http://www.umkc.edu/servicelearning/default.asp

The program for service-learning connects the service needed by the community with the learning needs of students. UMKC Service-Learning supports these connections through Serve 2 Learn, an online project management resource for service-learning and community service.

UMKC students have served the community in a variety of ways through this program. Tutoring for area junior high and high school students, volunteering for the YMCA of Greater Kansas City's Child Watch program, and assisting in developing ideas on how to address electronic waste collection are some examples of how students have combined service in the community with learning in the classroom.

For more information, please go directly to the Serve 2 Learn website.

Internships

Internship positions, otherwise known as experiential education, are windows into professional work, chances to take a career "test drive," and opportunities to explore your career choices. Like any employment process, being selected to complete an internship opportunity takes planning, professionalism, and a significant amount of effort.

The Career Services office posts internship opportunities in Roo Career Network. If you would like assistance preparing your resume, cover letter and preparing your internship search plan, we encourage you to request an appointment in Roo Career Network to meet with one of our career advisors.

If you would like to earn academic credit for your internship and/or learn more your academic department's internship processes, this Internship Reference Guide will provide you with a quick overview and departmental contact. When a departmental contact is not available in this guide, we advise you to speak with your undergraduate faculty/academic advisor.

COLLEGE OF ARTS AND SCIENCES: Architecture, Urban Planning & Design

Contact for Internships Sungyop Kim, PhD 816-235-6898 kims@umkc.edu
Internship/Course Title UPD 490
Credit/Non-Credit 3 credits
Eligibility Requirements Must be a UPD student; junior standing
Completion Requirements
May Non-Majors Complete Internships in this Program? No
Additional Information
Yearly Average Number of Student Participation
Where are students interning?

COLLEGE OF ARTS AND SCIENCES: Communication Studies

Contact for Internships Dr. Linda Kurz 103C Manheim Hall Kansas City, MO 64110 816.235.5846 kurzl@umkc.edu
Internship/Course Title COMS 484
Credit/Non-Credit One credit hour requires 75 hours of internship work Two credit hours require 150 hours of internship work Three credit hours require 225 hours of internship work Four credit hours require 300 hours of internship work
Eligibility Requirements Be a Communication Studies major or a Bachelor of Liberal Arts (BLA) Major Preferably a Junior or Senior Have completed at least 9 hours of Communication Studies courses Have good academic standing with at least a 3.0 GPA in Communication Studies courses Complete application materials
Completion Requirements Students must complete: an application for internship credit, Initial Intern Agreement, Meetings with the Internship Director, Middle of Internship Progress Report, Group Meeting, and Final Paperwork. More specifics may be found on the Department of Communication Studies website: http://cas.umkc.edu/communication_studies/internship.asp
May Non-Majors Complete Internships in this Program? Communication Studies and Bachelor of Liberal Arts students only
Additional Information
Yearly Average Number of Student Participation
Where are students interning?

COLLEGE OF ARTS AND SCIENCES: Criminal Justice & Criminology

Contact for Internships Dr. Toya Like Assistant Professor 5215 Rockhill Rd Kansas City, MO 64110-2447 816-235-5706 liket@umkc.edu
Internship/Course Title CJC 491
Credit/Non-Credit May receive up to 3 semester credit hours for an internship; Internships are not required for degree
Eligibility Requirements CJC major; junior or senior in good standing; minimum cumulative GPA of 2.75
Completion Requirements See website for requirements: http://cas.umkc.edu/cyc/internships.asp
May Non-Majors Complete Internships in this Program? No, must be a CJC student
Additional Information Must fill out a "student information data form"
Yearly Average Number of Student Participation
Where are students interning?

COLLEGE OF ARTS & SCIENCES: Economics

Contact for Internships Professor Karen Vorst 202G Manheim Hall 816-235-5875 vorstk@umkc.edu
Internship/Course Title ENG 497: Internship
Credit/Non-Credit We provide from 1-6 hours of academic credit, though our usual semester-long internship is 3 hours. We can also help with non-academic internships.
Eligibility Requirements Students must have completed at least 75 hours towards their degree. They must have an overall GPA of 2.8 or higher and completed at least 9 hours of Economics. They must have successfully completed at least one statistics course. They must first be approved by the Internship Director in the Department for the course.
Completion Requirements Work experience that consists of 10-20 hours per week during the semester. Depending upon the number of hours taken, there will be assignments (readings, papers). A log of the work completed must be submitted regularly during the semester. There are two evaluations: one mid-term and one final completed by the supervisor from the company/entity providing the internship.
May Non-Majors Complete Internships in this Program? We will consider non-majors who have a minor in Economics.
Additional Information
Yearly Average Number of Student Participation Less than 5 at this point (Spring 2013). We are looking to increase this to 10 or more per year.
Where are students interning? Banks, the Federal Reserve, wealth planning organizations, public and private firms that need assistance in data gathering, data analysis, market research, etc.

Contact for Internships
English Department Advising Office
Cockefair Hall 111
816-235-2563
http://cas.umkc.edu/english/careers.asp

Internship/Course Title
ENG 448 (49526): External Internship
ENG 449A- Publication Practicum (*New Letters, New Letters on the Air*, BkMk Press)
ENG 449B- Publication Practicum (Academic Journal Publishing)

Credit/Non-Credit
Students will work 5 hours per week for each credit hour earned

Eligibility Requirements

Completion Requirements
Students will compile a portfolio of their work under the direction of the internship supervisor to be submitted for evaluation by their chosen faculty mentor

May Non-Majors Complete Internships in this Program?

Additional Information

Yearly Average Number of Student Participation

Where are students interning?
New Letters, New Letters on the Air, BkMk Press, The Writers Place, Rainy Day Books, KCUR-FM, The Coterie, Andrews McMeel Publishing, *Eighteenth Century: Theory and Interpretation*, Miller Nichols Library Special Collections

COLLEGE OF ARTS & SCIENCES: Mathematics and Statistics

Contact for Internships   Majid Bani-Yaghoub, Assistant Professor   Department of Mathematics & Statistics   http://b.web.umkc.edu/baniyaghoubm/   (816) 235-2845   baniyaghoubm@umkc.edu
Internship/Course Title   The course number for internship is Math 495
Credit/Non-Credit   Each credit hour requires 75 hours of internship work   Internship credit is not available for duties performed in current or prior employment
Eligibility Requirements   All internships need to be approved by the math (undergraduate or graduate) academic advisor before enrolling in Math 495
Completion Requirements   The student is required to write a report on the internship (for a typical 3-credit hour internship, 8-10 pages should be considered).   The report should describe the duties performed by the student, how the duties related to mathematics or statistics, any new mathematics/statistics learned, and personal growth from the experience.
May Non-Majors Complete Internships in this Program?   Yes
Additional Information
Yearly Average Number of Student Participation
Where are students interning?   There are several internship opportunities available in the Kansas City metropolitan area such as internships offered by Sprint, Cerner and H & R Bloch. Note: Deadlines for summer programs usually occur during the previous Fall or Winter).

HENRY W. BLOCH SCHOOL OF MANAGEMENT – from department directly

Contact for Internships Students who have questions about how an internship would apply to their program may contact the Bloch School Student Services Office at 816.235.2215 or blochadvising@umkc.edu MBA students would contact Jewel Madsen at 816.235.5126 or madsenj@umkc.edu MS Accounting students would contact Yu Xu at 816.235.5133 or yuxu@umkc.edu
Internship/Course Title Varies by discipline
Credit/Non-Credit Non-credit internships are the most common May be "for credit" if student obtains a faculty supervisor and completes paperwork described at http://bloch.umkc.edu/current-students/student-services/forms/index.aspx
Eligibility Requirements Must be approved by Bloch School Student Services as acceptable for the student's degree program
Completion Requirements Non-credit internships have no requirements "For credit" internships are co-designed by the faculty supervisor and the student; the "contract" stipulates the completion requirements
May Non-Majors Complete Internships in this Program? Only with the approval of Bloch School Student Services
Additional Information Students need to begin looking for a faculty supervisor for a "for credit" internship early as it may be a challenging process
Yearly Average Number of Student Participation Very few "for credit" internships; most often we attempt to secure faculty supervision for internships for international students' CPT or OPT requirements
Where are students interning? All over the place…for-profits, nonprofits, governments

SCHOOL OF BIOLOGICAL SCIENCES

Contact for Internships
Aaron W. Reed
Associate Teaching Professor
School of Biological Sciences
816 235-2329
reedaw@umkc.edu

Or contact Tammy Welchert at welchertt@umkc.edu

Internship/Course Title
BIOL 399 Introduction to Research
LS 499 Undergraduate Research

Credit/Non-Credit
These courses are for 1-3 credit hours

Eligibility Requirements
BIOL 399 prerequisites: BIOL 108 AND 108L, BIOL 109 AND 109L, CHEM 211 AND 211L, CHEM 212r AND 212LR

LS499 prerequisites: Students are required to work 3-4 hours per week for each credit hour of research that they enroll in during the regular fall and spring semesters.

Completion Requirements
Students are required to work 3-4 hours per week for each credit hour of research that they enroll in during the regular fall and spring semesters.

May Non-Majors Complete Internships in this Program?
Yes

Additional Information
Students need to contact the faculty member that they are interested in working with, and fill out a consent to enroll form. The forms are turned into Lauren Petrillo in BSB 013.

Yearly Average Number of Student Participation
40

Where are students interning?
On campus in the School of Biological Sciences and at the Stowers Institute for Medical Research

SCHOOL OF COMPUTING & ENGINEERING

Contact for Internships
Marjory Eisenman
Assistant Dean
Flarsheim Hall 547B
816-235-2360
eisenmanm@umkc.edu

Internship/Course Title
CIV-ENGR 491; MEC ENG 491; COMP-SCI 491; IT 491

Credit/Non-Credit
Information Technology: Required internship with 3 hour credit
All other SCE majors: One hour of credit available only to international students who need to enroll for credit to be eligible for off-campus employment.

Eligibility Requirements
For CS/IT: students must be in good standing with at least 18 credit hours of CS/IT counting towards degree

Completion Requirements
Determined by faculty and employer

May Non-Majors Complete Internships in this Program?
No

Additional Information
n/a

Yearly Average Number of Student Participation
Very low numbers FOR CREDIT. Majority of SCE students will complete an internships on their own.

Where are students interning?
Cerner, Teksystems, Black and Veatch, Burns and McDonnell, OpenMethods, Honeywell, JE Dunn, GM, Kiewet, HNTB, City of Lee's Summit – Public Works Dept., HDR Engineering, Kansas City Power and Light, MoDOT, SPX, US Army Corp of Engineers, QM Power

As we receive additional information from departments who are not represented in this guide, we will add it immediately.