

Internships

Accounting, Finance, Management, Marketing Options

The Jake Jabs College of Business & Entrepreneurship congratulates you on considering an internship for credit. We strongly believe that an internship can be an extremely valuable and even life-changing learning experience. Moreover, an internship is often the pathway to a full-time job upon graduation.

Purpose of an Internship

The purpose of an internship for credit is to gain valuable experiential on-site learning that **enhances** your academic studies. Therefore, there are **two essential components** to a successful internship:

1. A substantive work experience related to your field of study that requires skill and judgment, supervised by a knowledgeable manager who **mentors and trains you**.
2. Your **thoughtful reflection** upon what you are learning and how this learning enhances, and is enhanced by, your academic studies.

It is important that you **select your internship work-site carefully** to ensure that you will in fact be able to achieve the purpose of an internship. Please consult with Linda Ward, Program Manager of the Bracken Center, 108 Jabs Hall for internship opportunities.

Eligibility for Internship for Credit

You must be formally admitted to the Jake Jabs College of Business & Entrepreneurship to register for an internship for credit. Pre-business students are not eligible to register for a Jake Jabs College of Business & Entrepreneurship internship.

1. In order to earn credit for an internship, you must be **registered for the internship in the same semester you are doing the internship**. For example, you may not do your internship in the summer but register for the internship in the following fall semester. If you start an internship mid-semester, you should register for credit in the semester that most of your work will fall in.
2. You **may not earn internship credit for continuing employment** in a job you already hold **unless the duties of your internship are substantially different from your current or previous job duties**.

Number of Credits for Internship

- Your internship must be a minimum of **3 credits** to serve as one of your **upper division business electives (ACTG 498/598, BFIN 498, BMGT 498 or BMGT 498)**. In rare instances you may qualify to take up to 12 credits, however, the additional credits will not fulfill any degree requirement beyond helping you reach a total number of credits (120) for graduation.
- You must be working at the internship a **minimum of 9 hours of work per week** over 15 weeks to qualify for 3 credits.

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Criteria for Earning Credit for an Internship (what makes an experience qualify for internship credit)

Internships are graded on a ***pass/fail basis***. In order to earn MSU credit for your internship, you will:

1. Fulfill your on-site responsibilities professionally, in accordance with the College's PRIDE Code (Performance, Respect, Integrity, Diligence, and Engagement).
2. Actively seek to learn about all aspects of the organization in which you are conducting your internship.
3. Consciously strive to achieve the learning objectives you established in your Learning Contract (see more below).
4. Reflect thoughtfully on your experiences by regularly writing and submitting the required weekly reports and the final report on time (please see more about these reports below). Some faculty members, at their discretion, may require one or more written submissions in addition to the required weekly reports and final report.
5. Maintain regular contact with your faculty internship advisor throughout your internship to ensure that you are meeting your internship advisor's expectations and to discuss opportunities and challenges you are facing at your internship.
6. Be responsible for meeting all requirements of your internship without prompting from your work-site supervisor, faculty internship advisor, or member of the Jake Jabs College of Business & Entrepreneurship staff.

Keep in mind that you are receiving course credit for your internship and that you are expected to demonstrate as much learning from your internship as you do in other upper-level courses at the Jake Jabs College of Business & Entrepreneurship.

Weekly Reports

You are required to submit **weekly reports** which are designed to help you reflect thoughtfully, **from your first day on the job, continuously through your experience**, on what you are learning and to place this learning in context.

Although some questions may not appear directly relevant to you, they have in fact deliberately been designed to help you think more deeply about your experiences. If you are having trouble understanding the point of a question or figuring out how to write your answer, consult with your faculty internship advisor.

You may **not** wait to write your weekly reports in the last week of the internship because the point of the reports is to prompt you to reflect upon and learn from your experiences **throughout** the internship. Writing these reports at the end of the semester will not allow you to improve your learning and performance during the internship.

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Final Report

The purpose of the final report is to help you **review all you have experienced and learned** in your internship, and to reflect upon how this **learning relates to your academic studies** and your **career interests**.

Your Final Report should be as long as is necessary to demonstrate true learning from your internship, but at least 10 pages double-spaced.

Grading of Internship

Your internship will be graded on a **pass/fail** basis. In assessing your performance in your internship, your faculty internship advisor will consider the “Criteria for Earning Credit for an Internship” listed above. More specifically, your faculty internship advisor will evaluate:

1. The **quality** of your weekly reports and final report, including demonstration of what you have learned from the internship.
2. The **timeliness** of your weekly reports, and final report. You are expected to meet all deadlines, including filing your weekly reports weekly and your final report on the Monday of finals week during the semester in which you are completing your internship.
3. The quality and timeliness of any **additional work** or project as required by your faculty internship advisor.
4. The **performance evaluation** from your work-site supervisor. Your faculty internship advisor may contact your work-site supervisor for more detailed information beyond what is noted on the evaluation.

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How to Register for and Complete and Internship

Before the start of the semester:

1. Identify an internship.
 - a) You may find your own, or consult with Linda Ward, Program Manager of the Bracken Center, 108 Jabs Hall, for internship opportunities.
2. Select a JJCBE faculty member who will serve as your faculty internship advisor. This person does not necessarily have to be your academic advisor but should have some expertise in the area of your internship. **Accounting Students should seek accounting option faculty advisors.**
3. Complete the Learning Contract in consultation with your work-site supervisor and faculty internship advisor.
4. Complete the Faculty Approval form in consultation with your faculty internship advisor.
5. Complete the Acknowledgement of Use of Supervisor's Evaluation form.
6. Give a copy of the completed Faculty Approval form, Learning Contract and Acknowledgement of Use of Supervisor's Evaluation form to your faculty internship advisor.
7. Submit the completed and signed Learning Contract, Faculty Approval form and Acknowledgement of Use of Supervisor's Evaluation form to the Bracken Center in 108 Jabs Hall.
8. Complete the Add/Drop form, obtain the signatures of your faculty internship advisor and academic advisor, and submit it to the Registrar's Office in Montana Hall. Adding (or dropping) an internship is subject to the same deadlines as a "regular" course.

During the semester:

1. File your **weekly** reports by e-mailing them to cobinternship@montana.edu **and to your faculty internship advisor.**
2. Maintain regular contact with your faculty internship advisor.
3. **Three weeks before the end of the internship**, remind your on-site supervisor to submit his/her performance evaluation to the Jake Jabs College of Business & Entrepreneurship
4. **One week before the end of the internship**, ensure that your on-site supervisor has sent his/her performance evaluation to the Jake Jabs College of Business & Entrepreneurship.
5. **File your final report** by 5:00 p.m. the Monday of finals week (by 3:00 p.m. the last Monday of Summer Session) by e-mailing it to cobinternship@montana.edu **and to your faculty internship advisor.**

Questions?

Please contact Linda Ward, Program Manager of the Bracken Center, JJCBE, 108 Jabs Hall, Linda Ward, lward@montana.edu 994-1995.