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 Chantelle Mahan, Associate Director 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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Email Weekly Reports and Final Report to you Internship Advisor and copy cobinternship@montana.edu
### 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.
### 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.
# How to Register for and Complete an Internship

## Before the Start of the Semester:

1. **Identify an Internship.**
   - You may find your own, or consult with Chantelle Mahan, Associate Director 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.

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](mailto: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](mailto:cobinternship@montana.edu) and to your faculty internship advisor.

## Questions?

Please contact Chantelle Mahan, Associate Director of the Bracken Center, JJCBE, 108 Jabs Hall, chantelle.mahan@montana.edu, 994-4438 or Susan Dana, Director of the Bracken Center, JJCBE, Jabs 110E, sdana@montana.edu, 994-1776.
Report Topics for 12 Weekly Reports

PLEASE NOTE: Save your report files in the following format (no spaces) – LastnameWeek# (e.g., SmithWeek1) and email them into your internship advisor AND cc: cobinternship@montana.edu weekly. (Make certain you indicated the correct week in your file name. In addition, be sure you include your name, date and the week number at the top of each typed report.)

Each weekly report must be at least one single-spaced page in length and must address the question(s) or topic(s) listed in the following pages.

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
<th>Number of Weeks:</th>
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</table>

Date Report Due | Report Week | Topic
---|---|---
Week1 | Planning is crucial for any manager. Develop a “Plan of Action” for your internship based on your Learning Contract. List specific goals and a timetable so that you can finish your internship project in a timely fashion. You should use this “Plan of Action” throughout the internship. It isn’t set in concrete, so if you have to change a date or your plans, that’s OK. If you start changing too much, however, it probably means that your planning was inadequate in the first place. At the completion of this assignment, reflect on what you have learned about planning by doing this evaluation.

Week2 | Frequently we learn by observing others. Observe your supervisor this week.
1. What does s/he do that is particularly effective? Ineffective?
2. Have these observations had an impact on your approach to supervising people? Explain.

Week3 | Observe the culture and structure of your organization. Reflect and report on:
1. **Culture**
   a) dominant values;
   b) rituals, ceremonies, stories, heroes, myths;
   c) “unspoken” codes of behavior;
   d) rules and roles.
2. **Organization**
   a) How does your section of the organization fit into the total organization? (Find or create an organizational chart for your organization.)
   b) How long has your organization and your section been in existence?
   c) How large is your organization and your section of it?
   d) What kind of financial resources does your section of the organization have?
   e) What are the backgrounds (e.g., race, sex, education) and job responsibilities of the people with whom you will be working? What do these people do? How do they dress? Act? Talk?
   f) Are there any recent changes that your organization and section are responding to (e.g., new leadership, loss of income)?
   g) Who are the clients/customers of your organization? Are they visible? What do they look like? What do they act like?
<table>
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<tr>
<th>Week</th>
<th>Report Topics</th>
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</table>
| Week 4| (Write at least one paragraph for each of the following.)
1. As you reflect on your internship so far, what courses which you have taken at MSU have been the most helpful? Why?
2. What seems to have been lacking in your education so far at MSU? How can you address this gap?
3. What recommendations can you make to the JJCBE regarding improving the curriculum to address your concerns in #2 above? |
| Week 5| Choose a critical incident that took place this week. (Remember, “critical” means having strong impact on you in terms of your objectives.) Reflect and report on the following:
1. Identify the event or occurrence with as much specificity as possible (i.e., the problem to be solved, issues involved, etc.).
2. Describe the relevant details and circumstances surrounding the event so that you and any possible readers will understand what happened. (What? When? How? Why? Where?)
3. Describe the people involved and their relationship to you and to each other. (Who?)
4. Describe your role in the situation—what you did, how you acted.
5. Analyze the incident. How well or badly did you understand the situation? How did you handle it? What would you do differently next time? Why?
6. Analyze this incident in terms of its impact on you and explain why you view it as “critical.” How does it relate to your learning objective(s)? What have you learned from the experience? How has your perspective been changed and/or reinforced? Where do you go from here? |
| Week 6| 1. Make a list of all the benefits to you as a result of this internship experience.
2. Outline a 30-minute presentation you could give to potential interns at the JJCBE (that is, students who are still just considering internships and need to be persuaded of their value). |
| Week 7| Interview your internship supervisor to solicit his/her opinions regarding the value of internships for new grad hires. List the questions you’ve asked and then, in report form, compile the responses. |
| Week 8| Evaluate the internal environment of your organization. Consider and report on:
1. **People:** Who works in your organization? What are their qualifications for the job? What are their approximate salary ranges? Do people seem content or not? Why?
2. **Structure:** Who has authority and/or influence over whom? Why? How?
3. **Decision Making:** What are the major decision-making structures and bodies in your organization? How autocratic or democratic is it? How well does it function?
4. **Leadership:** Who are the leaders in your organization? Who makes things happen? Are these people also the bosses? Or, is there a particular secretary or clerk who seems awfully powerful to you? Why? How is s/he influential?
5. **Processing of information:** How is information processed in your organization? How do people find out what they need to know in order to make decisions?
6. **Funding/budget:** Where does the money come from to operate your organization? Look at some operating budgets for your unit or for the organization as a whole. Do you understand them? If not, get someone to help you. What are the financial needs of your organization? The outlook?
7. **Your supervisor:** What motivates him/her? What is he/she aiming for? What sort of supervisory style does he/she use with you? With other workers? |
# Report Topics (Non-Accounting)

<table>
<thead>
<tr>
<th>Week</th>
<th>Task 1</th>
<th>Task 2</th>
<th>Task 3</th>
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<tbody>
<tr>
<td>Week 9</td>
<td>1. Write a “résumé” description of your internship. This should be a short paragraph that you can add to your résumé. Emphasize your accomplishments using action verbs. This is your chance to show potential employers that you have had some significant work experience.</td>
<td>2. Look ahead to the final report. Have you been attempting to apply the concepts and models you learned in your business courses during your internship? Have they worked? Why or why not?</td>
<td>3. Solicit your supervisor’s evaluation (use the attached Work Supervisor’s Evaluation and have your supervisor send it directly to the address at the bottom of the form).</td>
</tr>
<tr>
<td>Week 10</td>
<td>1. Write an outline of your final report. Focus on learning through applying concepts from your business courses!</td>
<td>2. Do you have any suggestions for making this a better program for future interns?</td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>Self-evaluate your performance during this internship.</td>
<td>1. For each objective you had, write an evaluation describing the aspects of your internship which relate to that Objective and the progress you made toward it.</td>
<td>2. Now that you have evaluated your experience in this way, make an appointment with your supervisor and share these findings with him/her. Find out where he/she agrees with you and where you two have differences. Do the same thing with another intern or co-worker who could observe your work. Take their reactions and think about them. Do their views about your progress change yours in any way?</td>
</tr>
<tr>
<td>Week 12</td>
<td>1. Confirm that your supervisor has completed and sent the Work Supervisor’s Evaluation to the JJCBE. Ask for a copy. Do you agree with your supervisor’s evaluation of your performance? If not, please elaborate.</td>
<td>2. As an intern, you have had access to information and people who may not be available to you at any other time. You have had the opportunity to observe and discover new developments in a particular field, initiate your own research into a new direction or test established academic theories. You have had access to people in different occupations to whom you can talk and from whom you can learn.</td>
<td>3. Take this chance to explore and consider diverse careers and organizations. Check out careers in related fields and variations on your old career choices. A professional career in this field may have lost its appeal; but after a little research, you may find out that a different major can fit very nicely into your career plans. Your attitudes, interests and goals are all subject to change as you experience your internship. You will become better prepared to make the important career decisions in your life if you use this opportunity to explore your feelings and inclinations, as well as the opportunities and occupations which exist out in the world. Remember, everyone knows you are on an internship to learn as well as to work. Don’t be shy about talking to people about anything. If you are up on your work, ask your supervisor for an hour or two off so you can go across town and observe and talk to another intern or worker in a different setting. This is your best and perhaps only chance to find out! 4. Record the results of such research. Include your decisions regarding the career you’ve chosen to pursue...and why.</td>
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</table>
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.

<table>
<thead>
<tr>
<th>FinalRpt</th>
<th>Review all of your weekly reports, talk with your supervisor and faculty internship advisor, and write about:</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>What three (or more) specific business skills, concepts, models, etc. have you learned from your internship? These might range from a specific IT application to a particular “soft” skill such as negotiation. Give examples of how you have learned these skills, concepts, etc.</td>
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<tr>
<td>2.</td>
<td>What was your greatest accomplishment during your internship?</td>
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<tr>
<td>3.</td>
<td>Did you achieve your Learning Goals? If not, what prevented you from doing so?</td>
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<tr>
<td>4.</td>
<td>What surprises you about what you have learned from your internship?</td>
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<tr>
<td>5.</td>
<td>How is what you have learned at your internship consistent or inconsistent with what you have learned in the classroom?</td>
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<tr>
<td>6.</td>
<td>What have you learned about your own personal and professional strengths, weaknesses, and interests?</td>
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<tr>
<td>7.</td>
<td>What is your plan for improving upon your weaknesses?</td>
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<tr>
<td>8.</td>
<td>How has this internship affected your future career plans?</td>
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</tbody>
</table>

Your Final Report should be as long as is necessary to demonstrate true learning from your internship, but at least 10 pages double-spaced. It is due by 5:00 p.m. the Monday of finals week, or, if you are doing your internship in the summer, by 3:00 p.m. on the last Monday of summer session.
Learning Contract (Non-Accounting)

To be completed by the student in cooperation with work-site supervisor.

Signatures required (please check that you have all signatures before turning in):

☐ Student    ☐ Work-site Supervisor    ☐ Faculty Internship Advisor

Option/Course: ☐ BFIN 498 ☐ BMGT 498 ☐ BMKT 498 CRN________

Semester: ☐ Summer    ☐ Fall    ☐ Spring   20______ Credit Hours________

Student Info:

Name ____________________________ GID ____________________________

Address __________________________________________________________

Telephone __________________________ Email Address ____________________________

Internship Info:

Sponsoring Firm: ____________________________ Type of Firm ____________________________

Address __________________________________________________________

Supervisor’s Name ____________________________ Title ____________________________

Telephone __________________________ Email Address ____________________________

Start Date: ________ End Date: ________ Hours/Week: ________

Student Responsibilities

1. Student will observe all requirements for an internship described in the Jake Jabs College of Business & Entrepreneurship Internship Packet.

2. Student will complete the weekly assignments and e-mail them on a timely basis to the Internship Program, Jake Jabs College of Business & Entrepreneurship, Montana State University, at cobinternship@montana.edu and to his/her faculty internship advisor.

3. Student will conform to the general work requirements, typical workday schedule as determined by the supervisor, and grooming standards of the sponsoring organization.

4. Student understands that their on-site internship supervisor will evaluate their performance during the internship. Student also understands that the on-site supervisor will complete an evaluation form at the end of the internship, and that their faculty internship advisor will consider this evaluation in determining their grade (P/F) for the internship.

5. Student hereby authorizes their faculty internship advisor and any other appropriate member of the Jake Jabs College of Business & Entrepreneurship faculty to discuss performance during the internship with the on-site supervisor.

Student Signature ____________________________ Date __________

[Over please]
Items 3 & 4 to be completed by the student intern in consultation with the faculty internship advisor and work supervisor.

3. Student intern will be assigned the following task(s) during the internship semester:
   a) ____________________________________________________________________________
   b) ____________________________________________________________________________
   c) ____________________________________________________________________________
   d) ____________________________________________________________________________

4. Student will accomplish the following learning objectives during the internship semester:
   a) ____________________________________________________________________________
   b) ____________________________________________________________________________
   c) ____________________________________________________________________________
   d) ____________________________________________________________________________

5. In addition to the above, I understand that my grade (P/F) will be based, in part, on an evaluation by my supervisor upon completion of the internship.

Supervisor Responsibilities

1. The sponsoring organization will assist with defining tasks and setting goals and objectives. Supervision, facilities, and resources appropriate to the intern’s assigned tasks or training program will be provided.
2. The sponsoring organization will provide the intern with a progress report (oral or written) periodically during the internship period.
3. The sponsoring organization will provide an overall written evaluation of the intern upon completion of the internship. This evaluation must be on file in the JJCBE Faculty Services Office (451 Reid Hall) by the last day of finals week.
4. The sponsoring organization will immediately notify the Faculty Internship Advisor should early termination of the internship become necessary.
5. An exit interview with the intern is encouraged.
6. Normally, the sponsoring organization will provide remuneration to the intern.

____________________________________________________________________________________

Student Signature                              Date

____________________________________________________________________________________

Work-site Supervisor                           Date

____________________________________________________________________________________

Internship Advisor                              Date

Student Please submit this application to Chantelle Mahan in the Bracken Center, JJCBE Jabs 108 or email it to: cobinternship@montana.edu. A copy will be sent electronically to you and your internship advisor.
**Faculty Approval Form (Non-Accounting)**
To be completed by the student in cooperation with a faculty internship advisor

**Signatures required** (please check that you have all signatures before turning in): ☐ Student ☐ Internship Advisor

**Student Info:**

Name: __________________________________________ GID: ______________________________

Total Credits Completed: _______ Cumulative GPA: _______ Formal Admittance to JJCBE: ☐ Yes ☐ No

2nd Major or Minor? __________________________________________

Sponsoring Organization: __________________________________________

I, __________________________________________ (Faculty Internship Advisor), have discussed with

__________________________________________ (student intern), the policies and procedures

relevant to the successful completion of a ☐ BFIN 498 ☐ BMGT 498 or ☐ BMKT 498 internship for

______ credit hours.

I have discussed internship expectations, internship objectives, reporting and evaluation requirements and
due dates. If the internship period is expected to extend beyond the end of the semester, I have also advised
the student that an Incomplete grade will be initially given and the requirements and timing for replacing
the Incomplete grade. The student has agreed to maintain regular contact with me and to immediately
contact me with any relevant problems or internship changes. I have agreed to be the student’s faculty
internship advisor for ☐ Summer ☐ Fall ☐ Spring, 20_____ semester.

Reporting requirements will be as follows:

<table>
<thead>
<tr>
<th>Week</th>
<th>Due Date</th>
<th>Week</th>
<th>Due Date</th>
<th>Week</th>
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<td>1</td>
<td>6</td>
<td>6</td>
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<td>15</td>
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Final Report (10 pages) Due: I-grade Required?

Student understands that their on-site supervisor will evaluate their performance during the internship
and will complete an evaluation at the end. This evaluation must be completed and submitted and will
be considered in the issuing of a Pass/Fail grade.

**Student Signature**

Date

**Internship Advisor**

Date

**Student:** Please submit this application to Chantelle Mahan in the Bracken Center, JJCBE Jabs 108 or email it to:
cobinternship@montana.edu. A copy will be sent electronically to you and your internship advisor.
# Work Supervisor’s Evaluation (Non-Accounting)

To be completed by the intern’s immediate supervisor and submitted to the JJCBE

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th>Organization Name:</th>
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</thead>
<tbody>
<tr>
<td>Supervisor’s Name:</td>
<td>Supervisor’s Email:</td>
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As this intern’s immediate supervisor, we request your candid opinion of this student as an employee. Praise, criticisms, and comments are earnestly solicited. This information will be utilized for evaluation and guidance of the student. Thank you!

<table>
<thead>
<tr>
<th>RELATIONS WITH OTHERS</th>
<th>ATTITUDE-APPLICATION TO WORK</th>
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<tbody>
<tr>
<td>Exceptionally well accepted</td>
<td>Outstanding in enthusiasm</td>
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<tr>
<td>Works well with others</td>
<td>Very interested and industrious</td>
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<tr>
<td>Gets along satisfactorily</td>
<td>Average in diligence and interest</td>
</tr>
<tr>
<td>Has some difficulty working with others</td>
<td>Somewhat indifferent</td>
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<tr>
<td>Works very poorly with others</td>
<td>Definitely not interested</td>
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<tr>
<th>JUDGMENT</th>
<th>DEPENDABILITY</th>
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<tbody>
<tr>
<td>Exceptional judgment</td>
<td>Completely dependable</td>
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<tr>
<td>Above average in making decisions</td>
<td>Above average in dependability</td>
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<tr>
<td>Usually makes the right decisions</td>
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<td>Sometimes makes poor decisions</td>
<td>Sometimes neglectful or careless</td>
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<tr>
<td>Consistently uses bad judgment</td>
<td>Unreliable</td>
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<thead>
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<th>WRITTEN COMMUNICATION SKILLS (incl. email)</th>
<th>ORAL COMMUNICATION SKILLS</th>
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<tbody>
<tr>
<td>Exceptionally good</td>
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<td>Above average</td>
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<td>Below average</td>
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<td>Average in learning</td>
<td>Average</td>
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<td>Rather slow to learn</td>
<td>Below average</td>
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<tr>
<td>Very slow to learn</td>
<td>Very poor</td>
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<tr>
<th>ATTENDANCE</th>
<th>PUNCTUALITY</th>
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<tbody>
<tr>
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<td>Regular</td>
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<td>Irregular</td>
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<tr>
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<td>Excellent</td>
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Note: In order to meet grading deadlines, please submit this written evaluation to the College of Business by the end of the semester (approx. mid-December, late April or early August.) THANK YOU!
Comments:

Specific suggestions:

This report has been discussed with the intern. □ Yes □ No

Please return form to:

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Internship Program, The Bracken Center
Jabs Hall 108
PO Box 173040
Montana State University–Bozeman
Bozeman, MT 59717-3040
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Email: cobinternship@montana.edu

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