



Learning Contract

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 ☐ ACTG 498 ☐ ACTG 598

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 with Linda Ward in the Bracken Center (108 Jabs 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 Linda Ward 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.