

**JAKE JABS COLLEGE OF BUSINESS & ENTREPRENEURSHIP**  
**STUDENT ENTREPRENEURS IN ACTION (SEA)**  
**CLIENT APPLICATION FOR INTERN PLACEMENT**  
**Montana State University**

**BUSINESS/ORGANIZATION CONTACT INFORMATION**

Company/Organization's Name:

Owner/Manager's Name:

Business Organization: For Profit  Not For Profit

Is this business/organization currently operational at this time? Yes  No   
 if not, when you expect to commence operations:

Phone: Fax:

Email: Web Site:

Company physical address:

City: State: ZIP Code:

**Business/Organization Information**

Legal Form of Business/Organization Sole Proprietor  Partnership  LLC

C Corp  S Corp  How long in Operation:

# Of employees: Full Time: Part Time:

What are the principal products and services your business/organization provides:

What is the trade area for your business?

Is there a specific area or project you have in mind for the student intern to focus during their internship?

In which areas would you like for your intern to have skills or working knowledge? Please check any that may apply in priority of your needs:

<b>Priority</b>	<b>Areas seeking assistance:</b>	<b>Priority</b>	<b>Areas seeking interest:</b>
	Accounting/Bookkeeping		Social Networking – Facebook, Twitter, LinkedIn, Pintrest, etc.
	Financial management/Budgeting		Web Site Development/IT
	Business Planning		Inventory Management/Control
	Marketing/advertising		Office Management
	Logo/Brand Development		Operations Management
	Marketing material, brochures, pamphlets, POS items, etc.		Personnel Management
	Photo/Video		Customer Service
	Graphic Design		Other:

Please explain in more detail below any specific areas that you would like to have an intern focus on. In addition, please list more than one area in order of priority, in the event the intern completes their work on an initial project early, and would have additional work or projects to consider, time permitting:

- 1.)
- 2.)
- 3.)

List any specific results you expecting from this student intern?

***If accepted as a client for a project, will you be willing to:***

1. Agree to assign work and/or projects to the student intern that would be beneficial to their overall education in their assigned role within the organization, and at the same time be engaged in the business, learning new skills. You may be asked to attend a meeting regarding student work expectations at the beginning of the internship.
2. Meet with the student intern weekly, or more often if needed, during the internship to discuss their work progress. This is an excellent opportunity to solicit the intern's comments on their observations of the organization. You may want to ask them to provide their thoughts and ideas for any needed improvements they may recommend.
3. You additionally agree to complete a Work Supervisor's Evaluation of the assigned student intern at the end of the term.

***(Please Check) Yes***  ***No***

4. You do understand that the assigned student intern is a student at Montana State University, Jake Jobs College of Business & Entrepreneurship. Compensation for hours worked as a student intern is paid to the student intern by Montana State University. It is further understood, that the faculty advisor/program manager can terminate this internship at any time, should it be determined that the intern is not being utilized by the organization in the agreed manner.

***(Please Check) Yes***  ***No***

Print name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_/Date: \_\_\_\_\_

***Additional Comments about your proposed project, and/or business needs:***

***Please email, Fax or mail this completed form to:***

Linda Ward  
Director of Programs  
Jake Jobs College of Business &  
Entrepreneurship  
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