



MSU Career & Internship Services EMPLOYER INTERN REQUEST FORM

177 Strand Union Building- Montana State University- Bozeman, MT 59717- 4180
phone: (406) 994-4353 ~ fax: (406) 994-5488 ~ email: careers@montana.edu

Employers who are planning to hire an intern from Montana State University should complete this form and return it to the Career & Internship Services office. The Internship will be promoted and coordinated from the information produced from this document. If you have any questions or require additional information, please do not hesitate to contact the Internship Coordinator at 406-994-4353.

ORGANIZATION INFORMATION:

Name of Business/Organization: _____

Contact Name: _____ Title: _____

Box/Street Address: _____
street city state zip code

Work Site Address: _____

Phone Number: _() _____ email: _____

Check one: () Internship () Co-op

Number of interns required _____

Expected internship dates will be from _____, 20__ to _____ 20__

The intern is expected to work _____ hours per week.

An hourly rate of \$_____ will be paid by the organization to the intern.

Please specify any other forms of compensation that will be made by the organization to the intern if applicable (i.e. rent, car allowance, travel reimbursement, etc.).

SELECT A MAJOR (ALL THAT APPLY):

- | | | | |
|--|------------------------|-------------------------|------------------------|
| College of Agriculture: | Agricultural Business | Agricultural Ed | Ag Operations Tech |
| | Applied Economics | Entomology | Environmental Science |
| | Horticulture | Land Rehab | Land Resource Sciences |
| | Plant Sciences | Plant Pathology | Vet Molecular Biology |
| | Animal & Range Science | PreVet Medicine | |
| College of Arts & Architecture: | Architecture | Art | Environmental Design |
| | Film & Photo | Music | |
| College of Business: | Accounting | Finance | Management |
| | Marketing | | |
| College of Education, Health & Human Development: | Elementary Education | | Secondary Education |
| | Technology Education | Consumer Science | Counseling |
| | Nutrition | Health Promotion | |
| College of Engineering: | Chemical & Biological | Civil Engineering | Computer Science |
| | Electrical | Mechanical & Industrial | CET |
| | MET | Electrical/Computer | |
| | | | |

College of Letters & Science:

Agricultural Economics	Biological Sciences	Cell Biology/ Neuroscience
Chemistry/Biochemistry	Earth Science	Ecology
Economics	English	History
Mathematics	Microbiology	Military Aerospace Studies
Modern Languages	Native American Studies	Physics
Political Science	Psychology	Sociology
Anthropology		

College of Nursing:

Nursing

Select Preferred Class Standing: () Freshman () Sophomore () Junior () Senior () Graduate

G.P.A Minimum Requirement (if any): _____ Closing Date: _____

Citizenship Requirement: () yes () no

Resume: () yes () no Cover letter: () yes () no Transcript: () yes () no

OTHER REQUIREMENTS:

TITLE OF INTERNSHIP: _____

JOB DESCRIPTION: (obtained from site supervisor - may be attached)

TRAINING & ONSITE SUPERVISION: (who will provide it? How frequently will it occur?)

PLEASE STATE THE STUDENT'S PRIMARY DUTIES/PROJECTS FOR THIS INTERNSHIP (may be attached).

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

SIGNATURES:

Site Supervisor: _____ Date: _____

HR Personnel (if applicable) _____ Date: _____