



# Summer 2018 Banking Internship Information

The Jake Jabs College of Business & Entrepreneurship has partnered with the Montana banking community to help meet a demand for well-trained graduates interested in careers in banking. A key part of this initiative is an intensive, state-wide internship program to facilitate hands-on experiences for business students. We believe that an internship can be a valuable and even life-changing learning experience.

## Overview of the Internships

The 2018 summer internships are primarily intended for students between their junior and senior years, but may also be suited for seniors graduating in December 2018. The internships will be paid, for-credit, opportunities to gain both valuable work experience and academic credits toward graduation. The internships may be anywhere in the state, so if you want to work in your home town or have any other geographic preference, please state that in your application. The internships will be supervised by a JJCBE faculty member in partnership with the sponsoring banking organization. We expect the internships to be 10-15 weeks in duration. Most will begin in mid-May. A mandatory one- to three-day orientation will precede the internships. The orientation is tentatively scheduled for the week of May 7, 2018.

## Eligibility for Internships

You must be **formally admitted** to the Jake Jabs College of Business & Entrepreneurship before the internship begins. If you are not formally admitted at the time of application, please make sure you qualify for and apply for admission before May 1, 2018.

## Academic Credits for Internship

Upon approval by both the banking organization and the JJCBE, most internships will result in three credit hours of academic credit, depending on the workload and responsibilities of the specific opportunity. The credits will count toward your upper division business electives (for example, BFIN 498). While many of the internships are finance related, the intent is to create opportunities for business students of any option who are interested in a career in banking. Depending on the scope of the specific internship, academic credit may be available for ACTG 498, BFIN 498, BMGT 498, BMKT 498, etc. Please discuss with your advisor how the internship may fit into your degree plan.



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## Internship Grading

The internships will be graded on a ***pass/fail*** basis. In assessing your performance, your faculty internship advisor will consider:

1. Your **participation** in the mandatory orientation preceding the internship.
2. The **quality** of your weekly reports and final report, including demonstration of what you have learned from the internship.
3. The **timeliness** of your weekly reports and final report.
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.

## Weekly Reports and Final Report

The internship requires weekly reports which are designed to help you reflect thoughtfully, from your first day on the job, what you are learning and to place this learning in context. Additionally, the program requires a comprehensive final report to be submitted no later than August 3, 2018, the end of finals week for the summer semester.

## How to Apply for an Internship

To express your interest in an internship, please submit a completed Banking Internship Form, along with your resume, by **February 16, 2018**. Please submit these electronically Linda Ward ([cobinternship@montana.edu](mailto:cobinternship@montana.edu)) and also provide a copy to Tim Harvey ([timharvey@montana.edu](mailto:timharvey@montana.edu)).

If you apply for and are selected for an internship, you will need to complete an internship agreement, which will be provided at that time.

## Questions?

If you have questions, please contact Tim Harvey ([timharvey@montana.edu](mailto:timharvey@montana.edu), 406-994-6200), or Linda Ward ([lward@montana.edu](mailto:lward@montana.edu), 406-994-1995).