



COLLEGE OF BUSINESS MONTANA STATE UNIVERSITY INTERNSHIP PACKET

The College of Business 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 Linda Ward, Assistant Director of the Bracken Center, 457 Reid Hall for internship opportunities.

ELIGIBILITY FOR INTERNSHIP FOR CREDIT

1. You must be formally admitted to the College of Business to register for an internship for credit. Pre-business students are not eligible to register for a College of Business internship.

Accounting students: Additional paperwork is required for you to register for an ACTG 498 or ACTG 598 Internship. Please pick up the entire Accounting Internship Packet in Reid 451. If you are seeking approval for ACTG 598 to fulfill an MPAC degree requirement, you must be officially accepted by the Division of Graduate Education as an MPAC student for the semester in which you register for ACTG 598.

2. 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.
3. 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

You should decide, in consultation with your faculty internship advisor, how many credits you wish to earn for your internship. Normally, the more hours you work at the internship the more credits you may earn. Keep in mind, however, that no matter how many credits you are earning for your internship, the internship will serve as only *one* elective course. The following are guidelines for internship credits:

Hrs/Week on Site	Credits	Hrs/Week on Site	Credits
6	2	25	7
8	3	30	8
10	5	35	9
15	6	40	12
20	7		

LENGTH OF INTERNSHIP

An internship normally lasts for one semester (15 weeks).

CRITERIA FOR EARNING CREDIT FOR AN INTERNSHIP

Internships are graded on a pass/fail basis. In order to earn MSU credit for your internship, you will:

- Fulfill your on-site responsibilities professionally, in accordance with the College's PRIDE Code (Performance, Respect, Integrity, Diligence, and Engagement).
- Actively seek to learn about all aspects of the organization in which you are conducting your internship.
- Consciously strive to achieve the learning objectives you established in your Learning Contract (see more below).
- 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.
- 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.
- Be responsible for meeting all requirements of your internship without prompting from your work-site supervisor, faculty internship advisor, or member of the College of Business 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 College of Business.

WEEKLY REPORTS

You are required to submit weekly reports which are designed to help you reflect thoughtfully and continuously on what you are learning at your internship and to place this learning in context. **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.**

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. Review all of your weekly reports, talk with your supervisor and faculty internship advisor, and write about:

- 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.
- What was your greatest accomplishment during your internship?
- Did you achieve your Learning Goals? If not, what prevented you from doing so?
- What surprises you about what you have learned from your internship?
- How is what you have learned at your internship consistent or inconsistent with what you have learned in the classroom?
- What have you learned about your own personal and professional strengths, weaknesses, and interests?
- What is your plan for improving upon your weaknesses?
- How has this internship affected your future career plans?

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 which typically ends in mid-August.

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:

- The quality of your weekly reports and final report, including demonstration of what you have learned from the internship.
- 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.
- The quality and timeliness of any additional work or project as required by your faculty internship advisor.
- 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 Linda Ward, Assistant Director of the Bracken Center, 457 Reid, for internship opportunities.
2. Select a College of Business 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 College of Business Office of Faculty Services in 451 Reid.
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 emailing them to 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 College of Business.
4. One week before the end of the internship, ensure that your on-site supervisor has sent his/her performance evaluation to the College of Business.
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 and to your faculty internship advisor.

QUESTIONS?

Please contact Harry Benham, Associate Dean for Academic Affairs, 457 Reid Hall, hbenham@montana.edu, 994-1776, or Linda Ward, Assistant Director of the Bracken Center, 457 Reid Hall, lward@montana.edu, 994-1995.

