



MSU Billings Internships Employer Information

Why Should I Participate in MSUB Internships?

- Interns provide a fresh source of ideas, talent, energy, and enthusiasm.
- Hosting an intern saves on the costs of recruitment and improves personnel selection by using actual on-the-job performance as a basis for permanent hiring decisions.
- Participation in internships builds employers' hiring pool.
- Employers give back to the community while creating a local workforce.

What Are the Requirements to Host an Intern?

- Create a job/project/position description for the student intern.
- Assist the student in developing learning outcomes.
- Provide intern(s) with appropriate orientation/training and feedback to ensure a successful internship.
- Act as a mentor, provide the intern with feedback, answer questions, allow the intern to attend meetings when possible.
- Provide intern(s) with a copy of your office policies.
- Participate in a site visit with the student and her/his faculty supervisor.
- Complete a final evaluation.
- *No more than 20% of the intern's responsibilities may be non-degree related in nature.*

How Many Hours Do Interns Usually Work?

Students must work 45 hours to receive one academic credit. Most students complete a 3-credit internship.

Undergraduate Credits Earned*	Minimum Hours Worked	Average Hours Per Week (Fall or Spring Semester)	Average Hours Per Week (Full Summer Session)
1	45	3	3.5
2	90	6	7
3	135	9	10.5
4	180	12	14
5	225	15	17.5
6	270	18	21
7	315	21	24.5
8	360	24	28
9	405	27	31.5

Paying Interns:

MSU Billings sees a number of employers competing for the same pool of interns. The opportunity for exciting work experience and a competitive wage are strong qualities students look for in potential internships.

Employers must pay interns at least minimum wage. Non-profits and government organizations might be exempt. For more information, please refer to the U.S. Department of Labor's guidelines on internships:

<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/whdfs71.pdf>

Posting an Internship:

1. On **CareerLink** (visit <http://www.msubillings.edu/careers/clmenu.htm> and click "Employers"): create a new profile or log in.
2. Select "My Jobs" and go to "New Job."
3. Post a clear description of the job responsibilities, desired majors, skills, previous experience, and qualifications.

If you would like an intern during:	Post your internship opportunity by the prior:
Fall Semester	April
Spring Semester	November
Summer Semester	March

For questions contact:

MSU Billings Career & Employment Services|(406) 657-2168|careers@msubillings