



# MSU Billings Internships Faculty Information

## **What Is An Internship?**

Internships create educational partnerships among Montana State University Billings, the business community, and students. It is a unique academic program that allows students to earn academic credit while combining classroom learning with practical work experience.

## **Benefits to Internship Supervision**

- Provides students with hands on situations to complement their academic studies.
- Provides faculty with an opportunity to develop contacts with employers in your industry that may lead to grant development, excellent contacts for guest speakers, and research information.
- Brings fresh insight and enthusiasm into the classroom.
- Strengthens community partnerships with MSU Billings.

## **How Career & Employment Services Can Connect You with Internship Opportunities**

- Career & Employment Services has established contacts with numerous & varied employers throughout the community who are looking for internships.
- Employers prefer a central convenient contact point – which our office serves as.
- Career & Employment Services develops new internship sites to match students' majors and career interests while also working with sites to develop thorough internship positions.
- Career & Employment Services saves you time by collaborating with sites to facilitate student placement and by meeting with students to help them find appropriate sites that match what they are looking for.
- We coach students to be competitive and productive interns.

## **Faculty Eligibility to Supervise Internships**

- Faculty workload must be in compliance with the Collaborative Bargaining Agreement.
- Faculty must have expertise in the field relevant to the student's internship.

## **How Do I Encourage Student Involvement in an Internship?**

Visit our Career Specialists in the Career & Employment Services office or use our web site to explore possible work sites: [www.msubillings.edu/careers](http://www.msubillings.edu/careers).

Share current internship postings related to your academic area with students during class time and direct students interested in internships to the Career & Employment Services office.

Encourage your students to plan ahead. Setting up an internship can take several weeks or even months. Distribute the Internship 101 handout to students who may want more information.

## **Questions:**

If you have any questions before or during the internship process or any issues, please contact Career & Employment Services. Our Career Specialists will be happy to assist you.

## **Contact:**

MSU Billings Career & Employment Services  
(406) 657-2168, [careers@msubillings.edu](mailto:careers@msubillings.edu)  
[www.msubillings.edu/careers](http://www.msubillings.edu/careers)

### How Many Hours Do Interns Usually Work?

Students must work 45 hours to receive one academic credit. Most students complete a 3-credit internship however the credit is to be determined by the student and the faculty supervisor. The below chart provides an example of 3, 6, and 9 credit internships. Hours **must** be completed during the term the student receives credit.

Undergraduate Credits Earned*	Minimum Hours Worked	Average Hours Per Week Fall or Spring Semester	Average Hours Per Week Full Summer Session
3	135	9	10.5
6	270	18	21
9	405	27	31.5

### As a Faculty Supervisor, What is My Role in Internships?

Faculty Supervisors are a vital partner in the success of the internship program. Your role is to serve as a mentor to students by using your expertise and experience to guide them in the development of academically sound and realistically appropriate knowledge, skills, and attitudes.

#### Prior to the Start of an Internship:

- 1) Using the employer's job description, Faculty Supervisors assist students with the development of measurable learning objectives for the internships, these serve as the basis for an intern's assessment.
- 2) Faculty supervisors electronically sign the Internship Learning Agreement in CareerLink, approving the internship based on the student's job description and learning objectives, methods of evaluation (final paper/project, weekly logs, etc.).
- 3) Faculty supervisors should be familiar with MSUB insurance policy guidelines. These can be located at [https://www.msubillings.edu/careers/pdf/Workmans\\_Comp.pdf](https://www.msubillings.edu/careers/pdf/Workmans_Comp.pdf)

#### During the Internship:

- 1) It is recommended that faculty supervisors perform at least one site visit during the internship in order to assess intern progress. Site visits enable Faculty Supervisors to evaluate the intern in the work environment, demonstrate a real commitment to the intern's learning experience, and solidify the relationship between the University and the employer.
  - When distance does not permit an on-site visit, the visit should be in the form of documented phone or email correspondence with the site supervisor.
- 2) Faculty Supervisors should maintain a record of the following items for each intern:
  - Current job description
  - Learning objectives
  - Student journals/logs – Learning from experience is a critical component to the success of an internship and connecting what is learned on-site to classroom instruction is required for an internship.
  - Documentation of contact with the student intern (telephone, on-campus meetings, emails, site visits, etc.)
  - Documentation of contact with the site supervisor (telephone, emails, site visits, etc.)
- 3) Sign the Faculty Supervisor contract and return it to Career & Employment Services during the term.
- 4) Complete the end of term evaluation that will be emailed to you during the last two weeks of the term.

#### Upon Completion of the Internship:

- 1) Faculty Supervisors determine the grade for the internship. While input from the site supervisor is expected, faculty supervisors are ultimately responsible for awarding the final grade by the date and time specified by the Registrar.
- 2) Eligible Faculty Supervisors may receive a stipend for supervising an intern. Faculty members should contact their department chairs for terms and eligibility. If a faculty member is eligible, they must complete the following steps:
  - Review and sign the internship stipend DocuSign form that is emailed near the end of the semester
  - Complete an Evaluation, Including Date(s) and time(s) of required site visit(s)