

## Employer Quick Guide to having an MSUB Intern

**An MSUB student will be my future intern.  
What's next?**

Discuss these specifics with future intern:

- Job duties
- Work hours and how many **total** hours the student needs over the course of the semester
- Who the student's supervisor will be
- Who in the organization will sign off on the required MSUB Internship Learning Agreement in CareerLink via email
- Other expectations and pay

MSUB Student will report their internship and the discussed information in CareerLink

Next, a "Co-op/Internship Approval" email will be sent to Internship Site Supervisor for approval via email

Then, a "Co-op/Internship Approval" email with Site Supervisors signature will be sent to MSUB Faculty Supervisor via email for approval

Finally, once all approvals have been electronically received, then student will be registered for academic credit by Career & Employment Services and student notified.

If you have question about these specifics or the process, connect with Career & Employment Services