

## WHAT IS AN ACADEMIC 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 OF INTERNSHIP SUPERVISION

- Provides students with hands-on application of theories, concepts, and methodologies to complement their academic studies
- Provides faculty with an opportunity to connect with employers in their field or industry, cultivating relationships that may lead to grant opportunities, research collaborations, and excellent contacts for guest speakers
- Brings fresh insight and enthusiasm into the classroom
- Strengthens community partnerships with MSU Billings

## CAREER & EMPLOYMENT SERVICES CAN CONNECT YOU & STUDENTS WITH INTERNSHIP OPPORTUNITIES

- Career & Employment Services has established contacts with employers in different fields and industries throughout the community who have hosted interns in the past or are looking to hire interns.
- 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 INTERNSHIPS?

- Discuss with students the value of gaining applied experience through internships and how internships can lead to employment.
- Share internship leads related to your academic specialty with students during class time.
- Invite a guest speaker who represents an organization with an internship program in your field or industry.
- Direct students interested in internships to the Career & Employment Services office in Library 100 or to our website, [www.msubillings.edu/careers/cooped/students.htm](http://www.msubillings.edu/careers/cooped/students.htm), to explore internship opportunities and learn more about the internship process.
- Students can also search for current internship postings on [CareerLink](#), our online internship and job board for students and alumni.
- Encourage your students to plan ahead. Setting up an internship can take several weeks or even months.

## HOW MANY HOURS DO INTERNS USUALLY WORK?

Students must work 45 hours to receive one academic credit. Most students complete 3-credit internships. However, the number of credits is to be determined by the student and the faculty supervisor. The chart below 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

\* Maximum number of credits allowed per internship varies by department and catalog year. See class schedule for current information.

\* Graduate student internship hour requirements vary by department. Consult with your advisor.

## WHAT IS MY ROLE IN INTERNSHIPS AS A FACULTY SUPERVISOR?

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 academic requirements for the internship (i.e., corequisite seminar, weekly log, final report, and/or presentation)
  - Documentation of contact with the student intern (telephone, meetings, emails, site visits, etc.)
  - Documentation of contact with the site supervisor (telephone, emails, site visits, etc.)

### 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) Complete the end-of-term evaluation that will be emailed to you during the last two weeks of the term.
- 3) 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.

### QUESTIONS?

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