

How to Submit an Internship to CareerLink

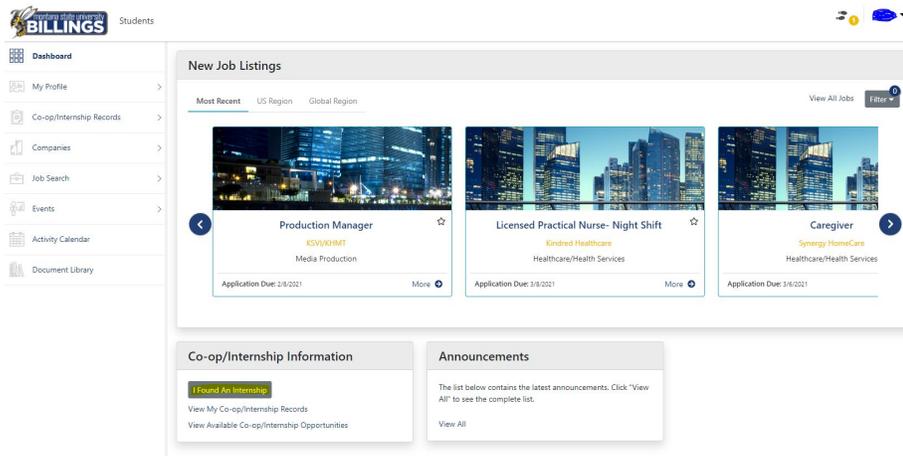
1. Log into your CareerLink account. Visit <http://www.msubillings.edu/careers/clmenu.htm> and click “Students” to get to the login screen.

The screenshot shows the MSUB CareerLink website. At the top left is the MSUB Billings logo. A search bar is located at the top right. The main navigation menu on the left includes: CAREER & EMPLOYMENT SERVICES, A-Z Career Services Links, Career Events, CareerLink, Office Hours & Staff, About Us, Career & Employment Connections, Home, and Advising Home. Below this is a section 'WE PROVIDE SERVICES FOR:' with links for Alumni & Students, Employers, and Faculty & Staff. Further down are 'RELATED LINKS' for Career Exploration, Grad Data, Internships, and MSUB HOME. At the bottom left is 'WE WANT TO HEAR FROM YOU!' with a link to the Student Survey. The main content area is titled 'CareerLink' and features a red warning message: 'Students: Your CareerLink login information has changed! You must now log in using YOUR STUDENT ID NUMBER WITHOUT THE DASH (i.e. 09876543).' Below the message is a disclaimer about not providing student information to employers. There are three main service boxes: 'Students' (with links for Search for Jobs & Internships, Search for Work Study, Upload resumes, Register for interviews, and View career events), 'Employers' (with links for Post Jobs and Internships, Schedule interviews, and Register for events ... and more!), and 'Alumni' (with links for Search for Jobs & Internships, Upload resumes, and View career events).

You will already have an account, but you may need to activate it. Your username will be your student ID number **without** the dash. If you had a password in our old version of CareerLink, your password should be the same. If not, or if you don't remember your password, enter your email address and click “Find My Account.” The email address used will be whichever is listed as your preferred email in MyInfo. If you have issues, call us at 406-657-2168 or email careers@msubillings.edu.

The screenshot shows the CareerLink login page. It has a white background with a blue header. The title is 'Login' with a 'Help' link. There are two input fields: 'Username *' and 'Password *'. Below the password field are 'Login' and 'Clear' buttons. A grey box contains the text: 'If you have forgotten your username and/or password, please enter your account email address below to request password reset instructions.' Below this is an 'Email Address' input field and a 'Find My Account' button.

2. Once you've logged in, click the "I found an internship" button.



3. Select the semester when you'll be interning.

Select Semester

Co-op/Internship Semester: *

- Select -

Continue Cancel

4. Search for the company where you'll be working. If the company is listed, select it. If not, click "Not Found – Skip." If you select a company, you'll be asked to choose a contact from the company. Once again, skip if you cannot find the specific name. If you choose a name and indicate that the contact is your site supervisor, some of the information on the next page will be filled in for you.

I Found An Internship

Select Company

Select Your Company:
Enter your company name in the field below and click on [Find Company].

- If your company is already listed please click [Select / Continue].
- If your company name is not listed, click on [Add Company].

MSU Billings Find

Starts with Contains

MSU Billings Alumni Foundation
Industry: Non-Profit/Philanthropy

MSU Billings and City College
Industry: Non-Profit/Philanthropy

MSU Billings Center for Engagement
Industry: Education

Select / Continue Not Found - Skip Cancel

- Next, you'll be asked a number of questions pertaining to your internship—if you'll be making money, how much you'll be making, things you want to learn, etc. Please note that the supervisor under “Work Information” will be whoever is supervising you at the internship itself, while your faculty instructor will be listed on the class schedule. When you're done, hit “Save.”

Co-op/Internship Detail

Timeline Information

<p>Status Pending</p> <p>Job Title *</p> <input type="text"/> <p>End Date *</p> <input type="text"/> <p>Pay Per Period - Select -</p> <p>Estimated Hours Per Week *</p> <input type="text"/>	<p>Organization Name *</p> <input type="text"/> <p>Start Date *</p> <input type="text"/> <p>Salary *</p> <input type="text"/> <p>Additional Compensation</p> <input type="text"/>
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Work Information

<p>Industry - Select -</p> <p>Department</p> <input type="text"/> <p>Supervisor Last Name *</p> <input type="text"/> <p>Address Line 1 *</p> <input type="text"/> <p>City *</p> <input type="text"/> <p>Postal Code *</p> <input type="text"/> <p>Phone *</p> <input type="text"/>	<p>Contact Name *</p> <input type="text"/> <p>Supervisor First Name *</p> <input type="text"/> <p>Supervisor Email *</p> <input type="text"/> <p>Address Line 2</p> <input type="text"/> <p>State *</p> <input type="text"/> <p>Country</p> <input type="text"/>
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Intern Information

<p>Faculty Instructor Name *</p> <input type="text"/> <p>Section</p> <input type="text"/> <p>Number of Credits *</p> <p><small>Undergrad: 1 credit = 45 hours Grad RBHA: 1 credit = 50 hours MADM: 1 credit = 120 hours</small></p> <input type="text"/> <p>Uploaded Job Description Document?</p> <input type="text"/> <p>Student intern is responsible to schedule an on-site visit between their faculty and site supervisors, and to notify Co-Op Ed of the date, time, and location of site visit. *</p> <input type="text"/> <p>Goal 2: Using complete sentences, describe 3 ways this internship will increase your understanding of the company and how it works ? *</p> <input type="text"/>	<p>Course Name/Number *</p> <p><small>Example: SOCI 498</small></p> <input type="text"/> <p>CRN</p> <input type="text"/> <p>Check appropriate academic requirement as defined by your faculty supervisor. ? *</p> <input type="text"/> <p>Internship position description *</p> <p><small>Type your job description here. Must be long enough to adequately demonstrate what you will be doing at your internship site.</small></p> <input style="height: 100px;" type="text"/> <p>Goal 1: Using complete sentences, describe 3 concepts and theories you've learned in class that you will apply to this internship ? *</p> <input style="height: 100px;" type="text"/> <p>Student intern is responsible to schedule and maintain communication(s) with faculty before, during and after the internship. *</p> <input type="text"/>
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Goal 3: Using complete sentences, list 3 lessons or experiences related to your industry you hope to gain during your internship ? *

Goal 4: Using complete sentences, describe 3 professional skills you want to develop during your internship ? *

Agreement Information

Student's E-Signature *

Student Intern:

- Agrees he/she is responsible to complete the requirements of the program, including submitting forms within the deadlines. Failure to do so may result in their being dropped from Cooperative Education. Any students who do not complete the academic projects required by Faculty Supervisors are subject to course failure.
- Agrees to comply with the requirements of the Cooperative Education program and with the University "Code of Student Conduct." Student authorizes Cooperative Education to retain my internship records and to release my name and information to prospective employers.
- Agrees to successfully complete the projects outlined in the learning objectives during the Cooperative Education/Internship experience while adhering to University, faculty, and site requirements and deadlines.
- Agrees that if placed in an employment opportunity, site is required to register for Cooperative Education/Internship credits.
- Agrees to register for Cooperative Education credits during the semester placed or at the beginning of the next semester if site is placed after registration has closed for the current semester.
- Agrees to pay for academic credits and is accountable for all financial responsibilities.
- Agrees to keep all internship information and internship referrals confidential.
- Agrees he/she is eligible to work in the United States.
- Agrees his/her internship **WILL NOT BE TERMINATED EARLY** without the full knowledge and consent of the Cooperative Education Specialist, faculty instructor, internship site supervisor, and student.
- Agrees he/she is responsible for obtaining all information and approval and returning this form with Learning Outcomes/Goals and other required documents to Co-Op Education in Library, Rm. 100. The student intern understands he/she will not be registered until all required documents are completed and turned in.
- No student will be denied work or subjected to different treatment under this Contract on the grounds of race, color, national origin, age, sex, disability, or marital status. Further, the organization abides by the terms and conditions of participation found at: https://www.msuillinois.edu/careers/pdf/Workmans_Comp.pdf

I understand the risks involved and that I am not covered under MSUB's Workers' Compensation policy. I am aware that by participating in this internship, I may be exposed to certain risks and I assume the risk and responsibility while I am interning.

I verify that I am not under the influence of drugs and/or alcohol, and will agree to remain chemical free throughout the duration of the activity.

I understand that participation in the above-named internship is at my own risk and personal health insurance is recommended.

Please sign below

Student's Email *

Click 'Save' to commit changes.

6. After you hit save, you should see a form showing exactly what you just submitted. You can also see this by clicking "Co-op/Internship Records" and then "My Co-op/Internship Records" on the sidebar.

The sidebar menu contains the following items from top to bottom:

- Dashboard
- My Profile
- Co-op/Internship Records
- My Co-op/Internship Records** (highlighted in yellow)
- Companies
- Job Search
- Events
- Activity Calendar
- Document Library

