

## Internship Basics for Employers

Employers interested in hosting an MSU Billings intern can find information about our academic internship process and requirements at [https://www.msubillings.edu/careers/cooped/coop\\_emp\\_role.htm](https://www.msubillings.edu/careers/cooped/coop_emp_role.htm)

### 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.
- *If a student interns at his/her current place of employment, at least 75% of the internship duties must be new and different from the student's day-to-day duties in his/her current position.*
- *No more than 20% of the intern's responsibilities may be non-degree related in nature.*
- Provide the intern with a copy of office policies, 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.
- Participate in a site visit with the student and his/her faculty supervisor.
- Complete a final evaluation.

### 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 should pay interns at least minimum wage.* Non-profits and government organizations might be exempt. Please refer to the U.S. Department of Labor's guidelines on internships: <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>.

### Posting an Internship

1. Create an employer profile in **CareerLink**. (Visit <http://www.msubillings.edu/careers/clmenu.htm> and click "Employers")
2. Select "Job Postings" and go to "+ Add New."
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:
Fall Semester	April
Spring Semester	November
Summer Semester	March

**For questions, please contact:**

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

Create or update your employer profile and post internship and job opportunities in CareerLink at [msubillings.edu/careers/clmenu.htm](https://msubillings.edu/careers/clmenu.htm). CareerLink is available to employers, students and alumni year-round without charge.

If it is your first time logging in, please select the "Create Account" link below the login. Complete any fields that have a red asterisk and submit. You will then be taken to the main page for CareerLink.

Once you can access your dashboard, you will be able to post internships and jobs. Complete the information fields for the available positions and submit.

The internship and job listings, along with your employer contact profile, then go to a Career Specialist for review before they are publicly posted. After they are approved, they will appear on students' dashboards. If you have any problems accessing or posting in CareerLink, please let us know.

**Login** [? Help](#)

**Username \***

  
**Password \***  
 

1st time user? [Create Account](#)

If you have forgotten your username and/or password, please enter your account email address below to request password reset instructions.

**Email Address**

  

## CareerLink



## Resources for Employers



## Let's get social!

Connect with Career & Employment Services to stay updated on events and career success strategies.



Career & Employment Services MSU Billings  
[linkedin.com/in/msubcareers](https://linkedin.com/in/msubcareers)



MSUB Career & Employment Services  
[facebook.com/MSUBCareerandEmployment](https://facebook.com/MSUBCareerandEmployment)



MSUB C&ES  
[instagram.com/msub\\_careers](https://instagram.com/msub_careers)