

## Finding an Internship

Career & Employment Services can help you search for an internship and navigate the contract submission and registration process. Students are not automatically placed in an internship. You'll need to apply and interview for an internship, just like applying for a job. The application process can be competitive, so start your search early and have Career & Employment Services review your résumé and cover letter to give you the best chance of landing your perfect spot.

Begin your internship search with [CareerLink](#), the MSU Billings online internship and job board. A growing number of employers are posting internships and job opportunities on CareerLink, so the platform is a good place for students to start their search for an internship. If you haven't set up your student CareerLink account, please see the initial login instructions on the next page.

Career & Employment Services can provide guidance on how to search for and contact potential internship sites. Faculty in your department may have connections and suggestions for internships, too. Students may also consider utilizing their current employer for an internship. In that case, at least 75% of the internship duties must be new and different from their day-to-day duties in their current position.

We also have videos on searching for and reporting an internship on the Career & Employment Services webpage at <https://www.msubillings.edu/careers/cooped/students.htm>.

## Eligibility for Academic Internships

Internships must contain an educational component to be considered for credit. For all internships, at least 80% of the job duties must be degree-related in nature.

To be eligible for academic internships, students must:

- Have a minimum of 24 college credits within their major
- Have completed at least one semester at MSUB
- Have a minimum of a 2.0 GPA (College of Business requires a 3.0 GPA)
- Meet with faculty supervisor and obtain approval to pursue an internship

Students who do not meet all of these criteria will need approval from their faculty supervisor prior to registering to receive credit for an academic internship.

## Earning Credit for Your Internship

Students must work 45 hours per credit earned. Most students complete a 3-credit internship. Internships are restricted-entry courses requiring submission of and approval for your internship contract through CareerLink. This means that you will not be able to self-register for the class. The last day to register for your internship is the "Last Day for Registering/Adding Classes" as determined by the university calendar.

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

\* 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.

## Internship Contract

After you secure an internship, you will consult with your site and faculty supervisors to define the terms of your internship. You then submit an internship contract through CareerLink. The contract specifies details such as your internship start and end dates, salary, job description, learning objectives, and outcomes to earn academic credit.

To submit your internship contract, log into [CareerLink](#) and click "I found an internship" in the left column. You will need to fill in all required fields before submitting. CareerLink doesn't allow you to save an incomplete submission and return to finish it later, so we recommend using an [Internship Contract Worksheet](#) as a guide before starting the submission process. The internship contract will then be emailed to your site and faculty supervisors for digital approval. Once approvals are received, a Career Specialist in our office will register you for the course. A notification email will let you know that you've been enrolled in the internship class.

## Paying Interns

The opportunity for exciting work experience and a competitive wage are strong qualities students look for in potential internships. Employers must 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](#).



Are you searching for job, work study or internship opportunities?  
Check out CareerLink at [msubillings.edu/careers/clmenu.htm](https://msubillings.edu/careers/clmenu.htm).

A screenshot of the CareerLink login page. At the top left is the word "Login" and a "? Help" link. Below are three input fields: "Username \*" with a red error message "8-digit Student ID# without the dash", "Password \*" with a red error message "Password", and "Email Address" with a red error message "Your preferred email address". There are "Login" and "Clear" buttons. A grey box contains text: "If you have forgotten your username and/or password, please enter your account email address below to request password reset instructions." At the bottom is a "Find My Account" button with a red arrow pointing to it.

Your Username is your 8-digit Student ID # without the dash.

The first time you log into CareerLink you will need to activate the account through email verification. You will receive notification via email to create your CareerLink password.

Once you can access your account, you will need to fill out your profile before you can upload your résumé and access your dashboard.



Internship Process

For questions, please contact:  
Career & Employment Services  
(406) 657-2168 | [careers@msubillings.edu](mailto:careers@msubillings.edu)



CareerLink