



SUBJECT: Student Affairs

POLICY: 306.2 Internships

RELATED PROCEDURE:

EFFECTIVE: June 2007

REVISED: July 2010

REVIEWED: July 2018

I. General

An academic internship is a valuable and integral component of a technical education. The purpose of an internship is to obtain practical and valuable work experience, to apply skills and knowledge learned in the classroom, and to gain exposure to various job opportunities. Internships may be paid or volunteer basis and typically last one academic semester in length.

This policy will define and outline the requirements and steps a student must take in order to receive credits for an internship. It is also a guide for faculty advisors of students participating in an internship.

II. Internship Definition

- **Internship** - A Great Falls College MSU (GFC MSU) internship experience is for academic credit and must be directly related to student's degree area. In other words, an internship is designed to give students supervised practical application of previously studied theory. An internship will typically last the length of a semester and will be under the direct supervision of a designated supervisor at the place of intern. An internship will have academic criteria attached to the experience and tied to the student's degree area. An internship is not part of an academic course, but is the academic course.

III. Prerequisites

The student should be in his/her final semester of degree area, receive the consent of the faculty advisor, and approval of department chair. Students may complete an internship prior to their final semester with approval from the faculty advisor and the department chair.

IV. General Academic Internship Guidelines

- The internship must be directly related to a student's degree area or field of study. For the Associate of Science and Associate of Arts, the internship can be related to a career area of interest of the student.
- A faculty advisor, as well as the department chair, must approve the internship.
- The internship must be for academic credit using the 298 course number.
- Students register for academic internship credit must follow registration guidelines and deadlines.
- Specifically defined learning objectives, internship place supervision, journal records, and a signed internship agreement between the student, a faculty advisor and department chair to qualify for internship credit.

V. Internship Qualifiers

1. **Internship Application** – An internship application form must be completed and submitted to the faculty advisor during advisement when registering for the semester in which the internship will occur.
2. **Internship Agreements** – An internship agreement must be in place prior to the student commencing the internship experience. Students and faculty advisors must ensure this document is in place with all parties involved.
3. **Internship Length** - Internships should typically last the length of an academic semester. Internships may vary in length based on the company/organization, but caution should be taken regarding a condensed internship



experience. Caution should also be given to internships that last longer than an academic semester, as the student could slow down his/her academic experience/progress. A typical internship should be approximately 20 hours per week.

- 4. **Fixed Number of Credits** - Departments should establish definite guidelines regarding how many credits the student should or will earn, based on College guidelines. Asking how many credits are needed or how many credits the student is willing to pay for is inappropriate. The range of credits an internship course can be offered is one to six credits.
- 5. **Student/Intern Site Supervisor Evaluations** - The student will implement a mid term and final evaluation form while performing an internship. These evaluations should be discussed between the student and supervisor at the place of intern, then signed and returned to the faculty advisor. The student will also provide his/her supervisor with a final, confidential evaluation of the student that the supervisor will return directly to the faculty advisor. An optional student evaluation is available and encouraged so the student may give the College feedback regarding their placement site and experience.

VI. Internship Application

An Internship Application must be completed for each internship and must be agreed to by the agency/organization supervisor, the faculty advisor and the student prior to formal registration in the internship course. This application must contain a statement of objectives to be achieved by the student, the hours, length of internship, work schedule, the credits to be earned, and the nature of any product or project required of the student.

While the student is responsible for completing the Internship Application and obtaining signatures from all parties, it is encouraged that the faculty advisor and a representative from the place of intern contribute significantly to this document.

VII. Internship Evaluation

Evaluation will occur in three (3) specific areas of the course:

1. **Attendance and Participation**

Attendance is critical to the overall success of an internship, both for student learning and for organizational benefit. A weekly record of time spent at the place of internship must be kept and submitted twice, once at midterm and then at the end of the semester. This record must be signed by the supervisor at the place of intern.

The number of credit hours earned correlates to the maximum number of work hours devoted to service in the internship setting. Additional hours must be approved by the faculty advisor and are not eligible for additional credits.

Number of Credits	Work Hours
1 Cr	90 hours
2 Cr	180 hours
3 Cr	270 hours
4 Cr	360 hours
5 Cr	450 hours
6 Cr	540 hours

2. **Journal Entries**

An internship journal is required. Journal entries must be done weekly and be 300 words in length, submitted via email or in hard copy to the faculty advisor. The purpose of the journal is two-fold: to record and reflect on important events that occur; and to summarize reflections, assessments, reactions, and analyses of the week's



activities. The journal should review and analyze the professional experiences encountered at the internship site.

Suggested areas students should address in the journal:

- Thoughts on the types of tasks asked to perform.
- What is being learned.
- Any problems encountered.
- The skills used or learned during the week.
- The working relationship with peers and supervisor.
- The positive and negative features of the organization.
- Progress toward the objectives the student, supervisor, or faculty advisor have set.
- Thoughts on the value of this internship toward career goal.

3. *Mid Term and Final Evaluations*

The student will provide their supervisor with both a midterm and final evaluation form to be completed based on the intern's performance. Both of these evaluations should be discussed by the intern with their supervisor and then signed and submitted to the faculty advisor. The student will also provide a confidential evaluation of the student to his/her supervisor at the end of the semester.

VIII. Grading

Internship courses will be graded on a Pass (P)/No Pass (NP) scale based on the above three (3) evaluation topics.

IX. Responsibilities

- **Student Responsibilities** – It is the student's responsibility to set up the internship. If both the student and the agency/organization reach an agreement including internship position, hours to be worked and responsibilities, the student will then complete an internship application form (with the assistance of the faculty advisor and supervisor at the place of intern) and submit with appropriate signatures to the faculty advisor.
- **Internship Supervisor Responsibilities** – Each supervisor at the place of intern accepts certain responsibilities and must:
 - Provide a detailed description or outline of the proposed internship (e.g., list of duties) to the student when drafting the internship agreement.
 - Assure that the student has a meaningful learning experience, performing relevant entry-level work.
 - Supervise and critique the student's performance.
 - Provide the student opportunities to work on a variety of projects.
 - Provide a clean and adequate working environment.
 - Ensure that the student's work is in accordance with state labor laws and union contracts.
 - Complete both midterm and final evaluation forms provided by the student participating in the internship.
- **Agency/Organization Qualifications** – Agencies/organizations sponsoring internships must be capable of providing a broad on-the-job learning experience for a minimum of 90 hours. Close supervision by a professional within the agency/organization is an absolute requirement.
- **Faculty Advisor Responsibilities** – The faculty advisor is responsible for assisting with the student's internship application, providing guidance to the student when developing the learning objectives for the internship as outlined in the internship application, and offering feedback to the weekly journal entries as submitted by the student. The faculty advisor is also responsible for collecting all of the required forms during the course of the internship and for providing the registrar's office with a final grade.