



**SUBJECT:** Academic Affairs

**PROCEDURE:** 215.1.1 Internships

**EFFECTIVE:** April 2023

**REVISED:**

**REVIEWED:**

---

The student must submit an [Internship Application form](#) to the sponsoring faculty for approval prior to the start of the term in which the internship is to be completed. This application must contain a list of learning objectives to be achieved by the student, length of internship, grade mode, and the number of credits to be earned. The student must also register for the internship prior to the start of the term in which the internship will be undertaken.

In addition, an [Internship Agreement form](#) must be completed and signed by all required parties prior to the start of the internship itself. The sponsoring organization, the faculty sponsor, and the student must all sign the agreement form. The agreement must contain the required hours, rate of pay if applicable, dates of the internship, credits to be earned, and a detailed job description or anticipated list of internship duties.

While the student is responsible for completing the Internship Application and Internship Agreement, the faculty sponsor and a representative from the sponsoring organization should participate in completing these documents.

Students can request an Internship course until the last day to add classes for the term based on the academic calendar.

Upon approval, the Registrar's Office will create a course with a Course Registration Number (CRN) and register the student for the course. The internship must be for academic credit using the 298 course number in accordance with the Montana University System Common Course Numbering policy. Any applicable tuition and fees will be added to the student's bill.

Supervision of internships is not included on regular faculty workloads unless enough students are completing internships in a term for the course to run as fully enrolled. If not included on a faculty's workload document, the Academic Administrative Assistant will create a Letter of Appointment (LOA) for the instructor at a set rate of \$350 per internship. The instructor will be responsible for monitoring the students' progress in the internship as well as reporting attendance, midterm grades, and final grades for the student in the course.