

# INTERNSHIPS

## **Land Resources & Environmental Sciences Montana State University Bozeman MT**

### INTRODUCTION

This document describes the internship program in the Department of Land Resources and Environmental Sciences at Montana State University.

Because practice is an essential part of learning, students will retain theory and concepts longer when they can apply them to "real life" settings. Consequently, the experiences gained through an internship add relevancy to theory taught in the classroom. This kind of experience has been referred to as cooperative education, work/study, practical learning experience, and internship. Internships in the College of Agriculture should be structured to expand the student's knowledge base through focused on-the-job training. Because this training is part of the total educational program, students can receive upper division credit for their internship.

### WHAT IS AN INTERNSHIP?

The internship goal is to provide an educational opportunity for full-time students which alternate periods of academic study with periods of off-campus work. It should give interns off-campus experiences that are closely integrated with, and that enrich, their education and/or career goals.

Internships bring business, industry, and government into direct cooperation with students and campus educators. They extend academic resources beyond the campus. The programs give cooperators an opportunity to learn about new developments through their association with university researchers/instructors and provide business and industry with a future source of skilled technicians and managers.

Internships should enhance learning for students, assist them in selecting career, and enable them to become better acquainted with both theory and practice before they make the transition from campus life to their chosen career.

### OBJECTIVES

1. To permit a student to obtain the best combination of on-campus and off-campus educational experiences consistent with his/her educational objectives.
2. To help the student evaluate a particular career objective and make more realistic choices of courses during the semester following the internship.
3. To allow cooperators to supplement their staff with quality personnel while at the same time evaluating the employment potential of the student.
4. To provide university instructors the opportunity to be continually updated on current field problems and to interact with field professionals in the improvement of campus instructional programs.

## REQUIREMENTS AND REGULATIONS OF THE PROGRAM

1. Students are eligible for internships if they have completed fifty (50) credits of university work and will have a minimum of twelve (12) credits of work remaining on campus after completion of the internship
2. The number of internship credits per semester and the total number allowed toward graduation, up to a maximum of 12 credits, will be determined and approved by the department head.
3. The student's evaluation will be performed by an on-campus internship advisor using a minimum of the following information:
  - a. Student's bi-weekly report submitted to the on-campus internship advisor.
  - b. Student's final report covering the total educational experience will be submitted to the cooperator and to the on-campus internship advisor. This will be in addition to the completed Form G.
  - c. Cooperator's Report. The cooperator will prepare a written final report and may follow up with periodic oral reports to the on-campus internship advisor. The cooperator's written report will be submitted to the on-campus internship advisor.
  - d. Cooperator's periodic oral reports to the on-campus internship advisor.
  - e. To keep department heads and college administrative officials abreast of the internship program and experiences of their students, it is suggested that the complete file of reports for each intern be reviewed by the on campus internship advisor with the department head at the time a grade is assigned.
  - f. The department may also require the student to make an oral or poster presentation to faculty and students to illustrate their internship experience.
4. A discretionary stipend may be provided by the cooperator but it is not mandatory. The program emphasis is placed on the quality of the intern experience and not upon the amount or availability of a stipend.
5. Students will not enter into internships in areas in which they have already gained considerable proficiency.
6. Credit will not be given for menial or routine work experience. An internship involves the "how and why" of an operation in addition to the acquisition of a skill or proficiency. Consequently there should be breadth as well as depth in the program.

7. Before a program is finalized, a memorandum of agreement which will include a description of the proposed experience will be prepared by students in cooperation with their internship advisors and the cooperators. If satisfactory, this agreement will be signed by the student, the student's internship advisor and the cooperator. The Department Head will sign only after all other signatures have been obtained. In some cases, the on-campus internship advisor and the student's regular academic advisor may be the same person.
8. The program must be finalized and approved in the semester preceding the semester or session in which the internship is to be performed. **There will be no retroactive approval of proposals.** Internships to be taken during either summer session or in fall semester must be approved by April 1<sup>st</sup>. Those to be taken in spring semester must be approved by November 1<sup>st</sup>.

#### APPLICATION PROCEDURE

1. Student obtains application packet from their department.
2. Each student visits with their regular academic advisor and if the advisor indicates that the student qualifies and the internship will fit into the student's graduation plans, the student proceeds to develop the internship program experience.
3. In most cases, the regular academic advisor will be the on-campus internship advisor. If a faculty member other than the regular academic advisor could better relate to the experience the student should visit with that faculty member and request his or her approval to assist as on-campus internship advisor and so notify the academic advisor. Then contact an appropriate cooperator. The student and the on-campus internship advisor work out a satisfactory program. The program must be put into writing so there will be no misunderstanding as to what each person expects of the student. This proposal will include (1) a biographical sketch, including previous work experience, (2) a statement describing how the internship expands or augments the applicant's learning opportunities, and (3) an outline of the work experiences agreed upon as part of the internship.
4. The student submits the completed application to the internship advisor who will get the department head's approval. The department head needs to review the applicant's academic progress as part of the approval process.
5. If the proposal is approved, the student will complete the Memorandum of Agreement (Form B). The Memorandum of Agreement, signed by (a) the student, (b) the internship advisor, and (c) the cooperator. The student will also sign the University Liability Statement (Form C) and attach it to the Agreement.
6. The completed application will be reviewed by the Department Head for final approval. If the student has maintained "good" academic standing" and the work experience schedule is appropriate for an internship, the student may then proceed to register for internship credit.
7. As a guideline for determining the appropriate number of credits, it is suggested that one full-time workweek (40 hours) will count as 1 credit of internship.
8. The student will be responsible for all transportation, housing and board, and for the protection and coverage for health and accident insurance, workmen's compensation and liability insurance.

The student is also responsible for registration and pre-registration during the semester of the internship program.

### INVOLVEMENT OF THE COOPERATOR

Most cooperators want to be involved in the internship program because of their deep interest in agriculture's young men and women. These programs are to be looked upon as educational experiences and not sources of "cheap labor." There are many things that cannot be taught in a university classroom or laboratory that are important educational experiences. The cooperator becomes a teacher primarily by involving the student in meaningful experiences. Explaining both how something is done and particularly why it is done that way is of utmost importance. Hopefully, the student is able to contribute enough effort to the operation to warrant the time spent by the cooperator. In most cases the pay is minimum, both because of the added time the cooperator will spend teaching the target skills and because the student may be receiving maximum university credit.

### FORMS FOR USE IN THE INTERNSHIP

1. Student Application Form (Form A)
2. Memorandum of Agreement (Form B)
3. University Liability Statement (Form C)
4. Bi-weekly Student Report (Form D)
5. Cooperator's Final Evaluation (Form E)
6. On-campus staff member's Final Evaluation (Form F)
7. Student's Final Evaluation (Form G)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Major/Option: \_\_\_\_\_ Credits completed: \_\_\_\_\_

Semesters completed: \_\_\_\_\_ Cum. GPA: \_\_\_\_\_

Cooperator: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

Intern Position Description:

Provide a one page statement on why you want to be involved in this program and what you hope to gain from it. (Attach a separate sheet.)

Financial arrangement with cooperator.  
(Indicate stipend and the volume and type of work directly related to it).

Program involvement: From \_\_\_\_\_ to \_\_\_\_\_  
Time and Hours: Indicate days and hours to be involved, and expected time off.  
(Example: Tuesday - Saturday, 8:00 a.m. - 5:00 p.m. off time: lunches and holidays).

Attachments:

1. Biographical sketch, including previous work experience;
2. Copy of anticipated work experience (as worked out with Cooperator)
3. Work schedule showing anticipated time to be spent in each phase of the work experience.

Department of \_\_\_\_\_

College of Agriculture  
Montana State University  
Bozeman MT 59717

Student: \_\_\_\_\_

Cooperator: \_\_\_\_\_

Cooperator's Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Persons in charge of student's internship program:

Cooperator: \_\_\_\_\_

On-campus Internship Advisor: \_\_\_\_\_

Dates of program: Beginning: \_\_\_\_\_

Ending: \_\_\_\_\_

Description of what is to be learned:Required reports

- The student will be expected to keep a weekly written log of experiences and their value. At least once each week the Cooperator and the student will confer on the "hows and whys" of each week's activities.
- Bi-weekly the student will send a report of the previous two weeks' activities to his/her internship advisor explaining what the student has done and its educational value. This is a confidential avenue to communicate any problems or concerns.
- The student will submit a Final Report summarizing what was learned. (Internship advisors are encouraged to review the completed program file with department heads).

Credits and Evaluation

\_\_\_\_\_credits (maximum of 4 per registration; maximum of 12 credits counted toward graduation) will be awarded upon the successful completion of the student's internship program. Grading will be on a pass/fail basis and will be the responsibility of the on-campus internship advisors. A final evaluation will be held toward the end of the student's program, which should involve the student, the Cooperator, and the on-campus staff member.

Financial arrangements

Other items (e.g. housing, travel stipends, etc.)

\_\_\_\_\_  
(Signature of Student) (Date)

\_\_\_\_\_  
(Signature of Advisor) (Date)

\_\_\_\_\_  
(Signature of Cooperator) (Date)

\_\_\_\_\_  
(Signature of Department Head) (Date)

UNIVERSITY LIABILITY STATEMENT

Form C

I, the undersigned student intern, understand that Montana State University herein identified as the "University", has worked with the Cooperator named in the attached Memorandum of Agreement to develop an internship program which meets the University's educational criteria. Therefore, I understand that if I, as a student intern, successfully complete the intern program as set forth in the Memorandum of Agreement, appropriate previously agreed-upon credit will be granted by the University.

I understand that since the daily managerial control and working conditions of the internship program are handled by, and are under the sole direction of the Cooperator, the University does not have, nor can it assume, any liability relative to my safety and health for the entire duration of the internship program; and that, therefore, I assume all risks relative thereto.

I acknowledge that I have been advised to review with the Cooperator what employee benefits are available to me (i.e. health and accident insurance, workman's compensation and liability insurance). As stated above, the University will not be liable in any way and, therefore, if adequate benefits are not available, I must make my own arrangements for accident and health protection.

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Signature of Student Intern

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Date



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cooperator: \_\_\_\_\_

Address: \_\_\_\_\_

Period covered by this report: \_\_\_\_\_ to \_\_\_\_\_

Brief outline of activities:

Summarize briefly in less than one page what new knowledge and experience have been gained. This should be based on what was described on Form B.  
(Attach page)

Problems, concerns or suggestions:

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date mailed to on-campus Internship Advisor

Name of student intern: \_\_\_\_\_

**A. Rating of Student's Characteristics**

Using the rating scale outlined below, please evaluate the following characteristics for the student intern named above. If the student made noticeable improvement in any of the characteristics during the program, also check the second column.

Rating Scale    1 - Excellent    2 - Very Good    3 - Average    4 - Unsatisfactory

Characteristics

- Ability to learn
- Interest in learning
- Speed of completing responsibilities
- Willingness to receive guidance
- Ability to perform without supervision
- Relationship with other employees
- Dependability & reliability
- Judgment
- Personal appearance
- Care or respect for property/facilities
- Courtesy
- Overall performance

**B. General questions**

1.    Beginning wage: \$                      per                      Final wage: \$                      per
  
2.    Were the student's contributions in line with the wages received?  
       \_\_\_\_\_
  
3.    What characteristics of the intern did you find most helpful or valuable to your operation?
  
  
4. How can the student improve?

5. If a similar position were open would you hire this student? If not, why?

6. Other comments, particularly related to the value of the internship program.

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Signature of Cooperator

Date

ON-CAMPUS STAFF MEMBER'S FINAL EVALUATION

Form F

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

1. Did the internship provide the originally agreed-upon learning experience (based on bi-weekly reports)

Yes \_\_\_\_\_  
Marginally \_\_\_\_\_  
No \_\_\_\_\_

2. If the ranking of the internship was marginal or unsuccessful, was it due to:

\_\_\_\_\_ Lack of motivation on student's part;  
\_\_\_\_\_ Personality conflict with cooperator;  
\_\_\_\_\_ Lack of motivation on cooperator's part  
\_\_\_\_\_ Unforeseen changes in planned work experience.

3. Would you recommend the same cooperator for other students? Why or why not?

4. Circle the number that best gives an overall evaluation of this internship:

<u>Outstanding</u>	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
10 9	8 7	6 5	4 3	2 1

\_\_\_\_\_  
Signature of on-campus Internship Advisor Date

STUDENT'S FINAL EVALUATION

Form G

Name: \_\_\_\_\_

1. Did you learn what you had planned to learn?

\_\_\_\_\_ More than expected

\_\_\_\_\_ About what expected

\_\_\_\_\_ Less than expected

2. In considering your total program, what were the strong and weak points:

Strong

Weak

3. Would you take another internship from this cooperator?

If not, why?

4. Circle the number that best gives an overall evaluation of this internship:

Outstanding  
10      9

Excellent  
8      7

Good  
6      5

Fair  
4      3

Poor  
2      1

\_\_\_\_\_  
Signature of Student Intern

\_\_\_\_\_  
Date