

## 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 the details of your internship, such as your internship start and end dates, salary, job description, learning objectives, and outcomes to earn academic credit.

For general information about finding an internship, earning credit, eligibility and timelines, please visit <https://www.msubillings.edu/careers/cooped/students.htm>. You can also view a video demonstration called “How to Submit your Internship Contract” for step-by-step instructions on the submission process.

## Submitting an Internship Contract

To submit your internship contract, log into **CareerLink** at <https://www.msubillings.edu/careers/clmenu.htm>. If it's your first time logging in, please refer to the login instructions on the last page of this worksheet.

Once you've logged in and can access your dashboard, click on the “I Found an Internship” link.

**CareerLink doesn't allow you to save an incomplete submission and return to finish it later, so we recommend using this Internship Contract Worksheet as a guide before starting the submission process.**

Input the details of your internship, completing all fields before submitting the contract. Clicking on “Save” finalizes your submission.

After you've submitted your internship contract, it will be routed 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.

## Required Internship Details

### TIMELINE INFORMATION

1. Organization Name: \_\_\_\_\_
2. Job Title: \_\_\_\_\_
3. Start Date (semester): \_\_\_\_\_ End Date: \_\_\_\_\_
4. Salary (if applicable): \_\_\_\_\_ Pay Per Period: \_\_\_\_\_
5. Estimated Hours Per Week: \_\_\_\_\_

### WORK SITE/SUPERVISOR INFORMATION

1. Internship Supervisor Name: \_\_\_\_\_
2. Internship Supervisor Email: \_\_\_\_\_
3. Internship Site Address: \_\_\_\_\_
4. Internship Site City, State, Zip: \_\_\_\_\_
5. Internship Site Phone: \_\_\_\_\_

## INTERN INFORMATION

1. Faculty Instructor Name: \_\_\_\_\_
2. Course Number (i.e., SOCI 498): \_\_\_\_\_ Section: \_\_\_\_\_
3. CRN: \_\_\_\_\_ Number of Credits: \_\_\_\_\_
4. **ACADEMIC REQUIREMENTS:** These are defined by your Faculty Supervisor and may include academic projects ranging from a corequisite seminar to a daily or weekly log, final report or presentation.
5. **INTERNSHIP POSITION DESCRIPTION:** (Describe what you will be doing and the duties involved.)
6. **LEARNING OBJECTIVES – GOAL 1:** Using complete sentences, describe three (3) concepts and theories you've learned in class that you will apply to this internship.
  - 1)
  - 2)
  - 3)
7. **LEARNING OBJECTIVES – GOAL 2:** Using complete sentences, describe three (3) ways this internship will increase your understanding of the company and how it works.
  - 1)
  - 2)
  - 3)
8. **LEARNING OBJECTIVES – GOAL 3:** Using complete sentences, list three (3) lessons or experiences related to your industry that you hope to gain during your internship.
  - 1)
  - 2)
  - 3)
9. **LEARNING OBJECTIVES – GOAL 4:** Using complete sentences, describe three (3) professional skills you want to develop during your internship.
  - 1)
  - 2)
  - 3)
10. **SITE VISIT:** Student intern is responsible for scheduling an on-site visit between the Faculty and Site Supervisors, confirming with both supervisors the date, time and location of the site visit. This requirement is at the discretion of the Faculty Supervisor.

Confirm your commitment to facilitate a site visit, if required, by selecting **AGREE**.
11. **REGULAR COMMUNICATION:** Student intern is responsible for scheduling and maintaining communication with the Faculty Supervisor before, during and after the internship.

Confirm your commitment to regular communication by selecting **AGREE**.

## AGREEMENT INFORMATION AND SIGNATURE

### STUDENT INTERN:

- I agree to complete the requirements of the cooperative education internship program, including submitting forms within the deadlines. Failure to do so may result in me being dropped from the cooperative education internship credits.
- I agree to comply with the requirements of the cooperative education internship program and with the Montana State University Billings "Code of Student Conduct." I authorize Career & Employment Services to retain my cooperative education internship records and to release my name and information to prospective employers.
- I agree to successfully complete the projects outlined in the learning objectives during the cooperative education internship while adhering to university, faculty, and site requirements and deadlines. I understand that, if I do not complete the academic projects required by my faculty supervisor, I may be subject to course failure.
- I agree that, if placed in an employment opportunity, I am required to register for cooperative education internship credits.
- I agree to register for cooperative education internship credits during the semester placed.
- I agree to pay for academic credits and acknowledge that I am accountable for all financial responsibilities.
- I agree to keep all cooperative education internship information and referrals confidential.
- I agree that I am eligible to work in the United States.
- I agree that my cooperative education internship **WILL NOT BE TERMINATED EARLY** without the full knowledge and consent of Career & Employment Services, my faculty supervisor, my internship site supervisor, and the student.
- I agree that I am responsible for obtaining all information and approvals and submitting a cooperative education internship contract with a description of my position, learning objectives and goals in **CareerLink**. I understand that I will not be registered for the cooperative education internship course until all required documents are completed and submitted.
- No student will be denied work or subjected to different treatment under this contract on the grounds of race, color, national origin, age, sex, disability, or marital status.
- Further, the organization hosting my cooperative education internship will abide by the terms and conditions of participation found at [https://www.msubillings.edu/careers/pdf/workmans\\_comp.pdf](https://www.msubillings.edu/careers/pdf/workmans_comp.pdf).
- I am aware that, by participating in this cooperative education internship, I may be exposed to certain risks. I understand and assume the risks and responsibilities involved while I am interning. I acknowledge that I am not covered under the Montana State University Billings workers' compensation policy.
- I understand that participation in the above-named cooperative education internship is at my own risk and personal health insurance is recommended.
- I verify that I am not under the influence of drugs and/or alcohol and agree to remain chemical free throughout the duration of the activity.

## INTERNSHIP CONTRACT SUBMISSION

Input the details of your internship in CareerLink, making sure to complete all fields. Confirm that you agree to the terms of the internship contract by digitally signing and dating the contract and provide your email address. Click on "Save" to finalize submission of your internship contract.



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 yellow "Help" icon. Below this are two input fields: "Username \*" with a red error message "8-digit Student ID# without the dash" and "Password \*" with a red error message "Password". There are "Login" and "Clear" buttons. A grey box contains the text: "If you have forgotten your username and/or password, please enter your account email address below to request password reset instructions." Below this is an "Email Address" field with a red error message "Your preferred email address" and 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.