INTERNERSHIP PROGRAM
Montana State University - School of Art

Through the MSU internship program offered by the School of Art it is possible for students to earn academic credit while working outside of the university, employed by businesses, corporations, firms, agencies, and with individual designers, artists, and other professionals. To be eligible, students must be majors in the area of the internship and be of junior or senior standing. The student must have the recommendation of a faculty liaison with the concurrence of the Director of the School of Art as to the particular placement.

A determination as to the appropriateness of the proposed internship experience in terms of each student's program will be made by the student's faculty liaison. Interns would be placed in situations that offer mentorship within their area and which might differ widely from one another, so this description is necessarily broad. In each instance, a faculty liaison from the selected area or discipline involved will be responsible for the supervision of the placement, necessary coordination with the agency representative, and for monitoring the activities and recording the grade for the intern's performance.

It is expected that the student intern will receive compensation from the agency commensurate with the level of employment. As each situation is unique, specific payment aspects will have to be established at the time of the agreement by the intern and the employer. Academic credit will be assigned at the rate of 45 hours of work for 1 credit hour to a maximum of 12 credit hours. A minimum of 2 credits is required with internships of 2, 3, 4 or 5 credits being the most common. To receive academic credit for an internship, students must register for credits during the academic term that the internship takes place.

Evaluation of the intern's activities during the service will be based on the following:
1. Brief mid-term update submitted by the intern to the faculty liaison via email.
2. Visit by faculty liaison to the agency once the intern has completed 80% of the required hours.
3. Evaluation of the 10-question final report completed during the visit by faculty liaison.
4. Documentation of the hours completed by the intern.
5. Pass/Fail Grade awarded by the employer and recorded by the faculty liaison.

The internship experience is intended to complement the curriculum currently available to students in the School of Art. It is expected that the activities during the internship will not duplicate those in the School. It is also necessary that the intern not be involved merely in repetitive functions over the course of the internship but is exposed, to some degree, to the entire spectrum of the agency's professional activities.

The intern is expected to be a productive member of the sponsoring agency during the period of employment. The intern must obtain his or her own position; negotiate the salary and find living quarters when the internship is not in the local area. The School of Art recognizes the considerable educational value of the internship program. It is expected that each agency accepting students for an internship situation will provide a valuable, enhancing educational experience that fosters mentorship learning.

Revised 01/20
INTERNERNSHIP OPPORTUNITIES

The ideal internship opportunity is an off-campus experience that is unrelated to the university and is offered through a business, company, or organization at a local, regional or national level. Internships will be offered through traditional professional environments that include offices, studios, storefronts or corporate spaces where work occurs. Exposure to professional practices and significant mentorship are important aspects of each internship. The School of Art expects the employer to offer mentorship from an experienced professional appropriate to the intern’s assigned tasks and to assign the tasks commensurate with his or her ability and level of education and allow him or her to work and/or observe all aspects of the operation. All first-time internship employers must be visited and approved by the faculty liaison prior to the beginning of any new internship to ensure the opportunity meets the stated requirements.

CREDIT HOURS

Students are required to use the formula of 1 credit is equal to 45 hours of service to the employer. The intern needs to create a timesheet to keep track of the hours logged during the semester. Turn in written documentation of those hours at the final evaluation visit. While a total of 12 internship credits may count toward graduation, the School of Art recommends that internships be between 2 and 5 credits per semester to balance a student’s regular course load. Only in exceptional circumstances does the School of Art recommend an internship of 6 credits or more per semester. These exceptions include full-time service to the employer, an internship out of state, an extensive summer internship opportunity and/or other unique internship situations.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>TOTAL HOURS</th>
<th>FALL &amp; SPRING (x16)</th>
<th>SUMMER (x12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>90 Hours / Semester</td>
<td>5.5 hrs. / Week</td>
<td>7.5 hrs. / Week</td>
</tr>
<tr>
<td>3</td>
<td>135 Hours / Semester</td>
<td>8.5 hrs. / Week</td>
<td>11 hrs. / Week</td>
</tr>
<tr>
<td>4</td>
<td>180 Hours / Semester</td>
<td>11 hrs. / Week</td>
<td>15 hrs. / Week</td>
</tr>
<tr>
<td>5</td>
<td>225 Hours / Semester</td>
<td>14 hrs. / Week</td>
<td>19 hrs. / Week</td>
</tr>
</tbody>
</table>

INTERVIEW PROCESS

For an established internship, a student should contact the employer via email to set up an interview time during the first week of the semester. Students should follow standard interviewing practices that include reviewing the employer’s website before the appointment. Also, know where the business is located and be on time. Dress professionally for the work environment that a student is interviewing and bring samples of artwork/portfolio along with a resume. If a student’s interview is successful and you are selected for the internship position, complete the MSU paperwork with the signatures of the intern, faculty liaison, employer and turn into the School of Art office by the last day for Drop/Add, which is the 10th day of the semester.

MID-TERM INTERN UPDATE

The intern should email to the faculty liaison a brief mid-term update, which will describe internship activities to date. For the update explain the primary and secondary duties have been; what has been the most challenging aspect thus far; and what has been the most satisfying accomplishment to this point. This report should be two paragraphs in length and is due by the end of the eighth week in the semester to the faculty liaison.

FINAL EVALUATION AND VISIT

Once 80% of the required hours have been completed by the intern a visit to the employer will be scheduled for the faculty liaison. It is recommended that all three parties should be present: intern, employer, and faculty liaison. In the case of an out-of-town internship, this final evaluation can be conducted via phone or video conferencing. The 10-question final evaluation will be administered and recorded by the faculty liaison. Once completed the documentation showing hours of service will accompany the final evaluation. The PASS/FAIL grade will be awarded by the employer and recorded by the faculty liaison to the university grading system.
MONTANA STATE UNIVERSITY
Internship Final Report - School of Art

Student/Intern

Employer/Business

FINAL EVALUATION MADE DURING VISIT TO EMPLOYER
The final visit should be scheduled when approximately 80% of the required hours are complete. All three parties should be present for the final visit: intern, employer, faculty liaison. Questions on this final report should be asked and recorded by the faculty liaison.

1. List the intern's primary responsibilities during the semester?

2. List the intern's secondary responsibilities during the semester?

3. Please identify the areas where the intern excelled.

4. What areas should the intern improve upon to attain professional levels?

5. Did the intern complete their duties successfully and on time?

6. What were the most important lessons or skills the intern learned?

7. Will you continue to participate in the internship program?

8. What suggestions could improve the internship opportunity?

9. Please rate the intern:
   - ______ Excellent
   - ______ Very Good
   - ______ Above Average
   - ______ Average
   - ______ Below Average
   - ______ Failure

10. Employer Signature

Employer circles a final semester grade for the internship:  PASS / FAIL

This internship final report is due anytime during the last three weeks of the semester.