



INTERNSHIP AGREEMENT

To be completed for an Internship or a Capstone Experience

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. (GFC MSU Policy 306.2) To enter into an internship agreement, the student, sponsoring organization, and faculty sponsor must complete this agreement and the student must return it to the Registrar’s Office at 2100 16th Ave. S., Great Falls, MT 59405 or fax 406-771-4329.

Student Information

Student Name: _____ Student ID: _____

Email Address: _____ Phone: (____) _____

Course Number: _____ Number of Credits: _____ Required Hours:* _____

*90 hours/credit

Sponsoring Organization Information

Sponsoring Organization/Employer: _____

Address: _____

Supervisor Name and Title: _____

Phone (____) _____ Email Address: _____

Faculty Sponsor

Faculty Name and Title: _____

Phone (____) _____ Email Address: _____

Internship Information

Start Date: _____ End Date: _____

Hours Per Week: _____ Not Paid Paid at \$ _____/hour

Liability

Each party hereto agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, and those of its officers, agents or employees to the full extent permitted by law. Each party agrees to maintain reasonable coverage for such liabilities either through commercial insurance or a reasonable self-insurance mechanism, and the nature of such insurance coverage or self-insurance mechanism will be reasonably provided to the other party upon request.

Student Intern Responsibilities

Students participating in an internship through Great Falls College MSU:

- Are responsible for setting up the internship with a sponsoring organization and faculty member.
- Will comply with sponsoring organizations required background check, credit check, and/or drug screening.
- Are not guaranteed a job upon completion of the internship.
- Are representatives of Great Falls College MSU and expected to conduct themselves in a manner that reflects a readiness to participate in the local workforce, including professional dress, prompt and regular attendance, and compliance with the sponsoring organization's policies.
- Will submit verified weekly time records at midterm and at the end of the semester to the faculty sponsor.
- Will submit a weekly journal entry to the faculty advisor.
- Will provide midterm and final evaluation forms to the supervisor at the sponsoring organization to be completed by the supervisor, discussed with the student, and submitted to the faculty sponsor.
- Authorize the faculty advisor and any other appropriate member of the college to discuss internship performance with the sponsoring organization supervisor.
- Will meet other requirements as stated here, if applicable:

I have read, understand, and agree to abide by the student responsibilities outlined above.

Student Signature: _____ **Date:** _____

Sponsoring Organization Responsibilities

The organization sponsoring the internship through Great Falls College MSU agrees to:

- Provide a detailed job description or anticipated list of internship duties, which must be attached to this agreement
- Assure that the student has a meaningful learning experience, performing relevant entry-level work, applicable to the student's field of study
- Designate a person to supervise the student and act as a liaison to Great Falls College MSU
- Closely supervise and evaluate the student's performance
- Provide the student opportunities to work on a variety of projects
- Provide all necessary equipment and materials in a clean, safe and adequate work environment
- Ensure that the student's work is in accordance with state and federal labor laws and union contracts

- Complete and discuss with the student both the mid-term and final evaluations
- Verify weekly time records
- Provide a confidential internship evaluation to the faculty sponsor at the end of the semester

I have read, understand, and agree to abide by the sponsoring organization responsibilities outlined above.

Sponsoring Organization Signature: _____ **Date:** _____

Title: _____

Faculty Sponsor Responsibilities:

The faculty sponsor at Great Falls College MSU agrees to:

- Assist the student and provide guidance throughout the internship application and approval process
- Provide feedback on the weekly journal entries
- Review the verified time cards and evaluations submitted by the student in order to determine a final grade of pass or fail
- Act as a liaison between the Great Falls College MSU and the sponsoring organization
- Submit a final grade to the Registrar's Office

I have read, understand, and agree to abide by the faculty sponsor responsibilities outlined above.

Faculty Sponsor: _____ **Date:** _____