

Form B.1 - Memorandum of Agreement

Student Intern Name _____

Internship Host Name _____

Internship Host Information	Internship Information
Direct Supervisor Name	Dates of Internship Beginning: _____ Ending: _____
Phone number	Number of weeks
Address	Internship Work per/week (hours)
e-mail	Additional internship hours not covered by this project (Optional)
	Other benefits - insurance, housing, travel stipend- (Optional)

Proposed Internship – Please attach a sheet outlining all expected work experience and learning outcomes. An outline showing weekly responsibilities is preferred.

Form B.2 - Internship Host Guidelines for Supervising Intern Students

- 1) Define role(s) of the student intern and communicate them to other staff members.
- 2) Make every effort to keep the student intern involved with meaningful and challenging work assignments, which relate to his or her academic and career goals. The intern student's work should fulfill the expectations of the Learning Objectives.
- 3) If possible, plan for work assignments to increase in complexity and responsibility as the intern student is trained and adjusts to the work environment. Responsibilities should stimulate learning, achievement, competence, and motivations, while remaining within the realm of the student capabilities. If possible, schedule work activities which allow the intern student to gain broad exposure to the career field and organization, as well as develop proficiency at one or more tasks.
- 4) Set objectives which are challenging, yet attainable, in the time period the intern student is available in terms of both a weekly schedule and the total duration of the internship experience.
- 5) Provide the intern student with an orientation to the work environment and company policies/procedures. Suggested topics to discuss include: safety policies, standards of performance, appropriate attire, work hours, phone manners, methods of inter-office communications, decision-making channels, supplies, and confidentiality. Introduce the intern student to co-workers, and arrange for other orientation activities which will help integrate the intern student into your workforce.
- 6) Provide an educational environment free from discrimination in compliance with Title IX, and, in case of conflict, assist MSU Bozeman in investigating allegations of discrimination and harassment by or against intern students.
- 7) Meet as necessary with the intern student to enable the student to ask questions and resolve problems, and please report on his/her progress using the form provided in this package.
- 8) At the end of the internship experience, please meet with the student for a final evaluation.
- 9) If you have any questions or suggestions about this internship program, please e-mail us at ewag.montana@gmail.com

Montana State University-Bozeman is an ADA/EEO/AA employer.