

# INTERNSHIP APPLICATION PACKET

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**Montana State University**

**College of Agriculture**

**Department of Agricultural and Technology Education**

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## INTRODUCTION

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This document describes the internship program in the College of Agriculture at Montana State University.

Since 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. This training is part of the total educational program, and students can receive upper division credit for their internship.

## WHAT IS AN INTERNSHIP?

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The goal of an internship is to provide an educational opportunity for full-time students by alternating periods of academic study with periods of off-campus work. Ideally, the internship experience is closely integrated with the student’s program of study and serves to enrich his/her overall educational and/or career goals. By bringing business, industry and government into direct cooperation with students and campus educators, resources, knowledge and opportunities are extended past traditional boundaries.

Internships should enhance learning for students, assist them in selecting a 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

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1. To enable the student to obtain the best combination of on-campus and off-campus educational experience consistent with his/her educational objective.
2. To help the student evaluate particular career objectives and make more realistic choices in their course of study following the internship.
3. To allow cooperators to supplement their staff with quality personnel while at the same time valuating the employment potential of the student.

4. To provide university instructors an opportunity to be continually updated on current field problems and to interact with field professionals in the improvement of campus instructional programs.

## INTERNSHIP REQUIREMENTS AND REGULATIONS

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1. Students are eligible for internships if they have completed fifty (50) credits of university work and will have a minimum of twelve 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 8 credits, will be determined by the department and approved by the Associate Dean.
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 (Form D) submitted to the on-campus internship advisor. These reports are to be submitted on a regular basis throughout the duration of the internship.
  - b. Student's Final Report covering the total educational experience will be submitted to the cooperator and to the on-campus internship advisor. The Student's Final Report is separate from the Student's Final Evaluation (Form G) and does not appear in this packet. The student should discuss his/her final report with the on-campus advisor in order to discern what is required.
  - c. Cooperator's Report (Form E) prepared by the cooperator who 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. To keep departmental 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 leadership advisor with the department head at the time a grade is assigned.
  - e. 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 learning about 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 (Form B), which will include a description of the proposed experience, will be prepared by the student in cooperation with their internship advisors and the cooperators. If satisfactory, this agreement will be signed by the student, the student's internship advisor, the cooperator and the department head. The Associate Dean 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 the Fall semester must be approved by **April 1<sup>st</sup>**. Those to be taken in the 2018 Spring semester must be approved by **November 1<sup>st</sup>**.

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## APPLICATION PROCESS

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### All forms must be typed.

1. Student obtains application packet from his/her department.
2. Each student visits with his or her 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. The student must notify their regular academic advisor of this change. When contact has been made with the appropriate coordinator, the student and the on-campus internship advisor work out a satisfactory program. The program must be put into writing so there is no misunderstanding as to what each person expects of the student. This proposal (Form A) 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 (Form A) 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 Form A 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, (c) the cooperator and (d) the department head, will then be forwarded to the Associate Dean. The student will also sign the University Liability Statement (Form C) and attach it to the Agreement.
6. The completed application (Form A, Form B and Form C) will be review by the associate Dean for final approval. If the student has maintained "good academic standing" and the

work experience schedule is appropriate for an internship, the student may proceed to register for internship credit.

7. As a guideline for determining the appropriate number of credits, it is suggested that one full-time work week (45 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, worker's compensation and liability insurance. The student is also responsible for registration and pre-registration during the semester of the internship program.

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## INVOLVEMENT OF THE COOPERATOR

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Most cooperators want to be involved in the internship program because of their deep interest in agriculture's young men and women. Coordinators understand that internships are educational experiences and that they are teachers, in a sense, who engage students in meaningful activities.

**Explaining both how something is done and why it is done a particular way is of utmost importance to the overall success of the internship.**

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.

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## FORMS FOR USE IN THE INTERNSHIP

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1. Forms to be completed *prior* to the internship. Please see the section on Internship Requirements and Regulations for specific due dates.
  - a. Student Application Form (Form A)
  - b. Memorandum of Agreement (Form B)
  - c. University Liability Statement (Form C)
2. Form(s) to be completed *during* the internship.
  - a. Bi-Weekly Student Report (Form D)
3. Forms to be completed *at the close* of the internship.
  - a. Cooperator's Final Evaluation (Form E)
  - b. On-campus staff member 's Final Evaluation (Form F)
  - c. Student's Final Evaluation (Form G) – the student must also complete of Final Report in addition to the Student's Final Evaluation (Form G). The details of the Final Report need to be discussed with the on-campus advisor.

All information provided on forms must be typed.

## STUDENT APPLICATION FORM – FORM A

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All information provided on forms must be typed  
Return this form to your advisor

Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
GID#

\_\_\_\_\_  
# Credits

\_\_\_\_\_  
Local Address

\_\_\_\_\_  
Phone

Major	
Option	
Semesters completed	
Credits completed	
Cumulative GPA	

Cooperator Name	
Title	
Street address	
City, State, Zip	
Phone	

Program involvement dates:

From:

To:

**Please describe the internship you are applying for in the box below.**

**Please describe the financial agreement you have with your cooperator in the box below. Indicate the stipend as well as the volume and type of work related to the stipend.**

**Indicated time and hours to be worked and expected time off in the space below.**

**Example:** Tuesday – Saturday, 8am – 5pm. Time off: lunches/breaks, holidays.

## ATTACHMENTS

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**Please attach the following documents to this form (Form A). Please deliver Form A and attachments to your advisor.**

1. Resume, including previous work experience.
2. Work schedule and anticipated work experience showing estimated time to be spend in each phase of the work experience.
3. Provide a one-page statement on why you want to be involved in this program and what you hope to gain from it.

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(Signature of Student)

(Date)

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(Signature of Advisor)

(Date)

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(Signature of Department Head)

(Date)



## MEMORANDUM OF AGREEMENT – FORM B

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**All information provided on forms must be typed.**

**Department:**

College of Agriculture

Division of Agricultural Education  
Montana State University  
Bozeman, MT 59717

<b>Student's Name</b>	
<b>Cooperator's Name and Title</b>	
<b>Cooperator's Address</b>	
<b>Cooperator's Phone</b>	
<b>On-campus Internship Advisor</b>	

**Program involvement date:**

**From:**

**To:**

**In the space below, please describe what you intend to learn/gain from this internship.**

**Required Reports**

**1. BI-WEEKLY WRITTEN LOGS**

- The student will be expected to keep a Bi-Weekly written log of experiences and their value. As least once each week the Cooperator and the student will confer on each week's activities; the student will record the highlights of this discussion in his/her log.

## 2. FINAL REPORT

- The student will submit a Final Report summarizing what was learned. (Internship advisors are encouraged to review the complete program file with department heads).

### **Credits and Evaluation**

\_\_\_\_\_ credit(s) will be *awarded upon the successful complete of the student's internship program.*

**A maximum of 8 credits per registration** are allowed; a maximum of 8 credits can be counted toward graduation. Departments may allow more internship credits to be taken per semester, but should not allow more than 8 credits to apply towards graduation. 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.

**MEMORANDUM OF AGREEMENT – FORM B (CONT.)**

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**Please list any financial agreements that have been made.**

**Please list any other items (e.g. housing, travel stipends, etc.) that have been arranged.**

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(Signature of Student)

(Date)

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(Signature of Advisor)

(Date)

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(Signature of Cooperator)

(Date)

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(Signature of Department Head)

(Date)

## UNIVERSITY LIABILITY STATEMENT – FORM C

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**All information provided on forms must be typed.**

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 (Form B) 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 for the internship program are handled by and are under the sole direction of the Cooperator, the University does not have, nor can 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, worker'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)

(Date)

## BI-WEEKLY STUDENT REPORT – FORM D

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**All information on forms must be typed.**

<b>Student Name</b>	
<b>Student Address</b>	
<b>Cooperator</b>	
<b>Cooperator Address</b>	

**Report period:**

**From:**

**To:** .

**Please give a brief outline of the activities you performed during this report period in the space below.**

**Please list any problems, concerns or questions in the space below.**

**Based on the information described in Form B, briefly summarize (in less than one page) what new knowledge and experience you have gained. *Please attach your summary to this form.***

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(Signature of Student Intern)

(Date)

Date mailed to the on-campus Internship Advisor

## COOPERATOR'S FINAL EVALUATION – FORM E

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**All information provided on forms must be typed.**

**Name of Student Intern:** \_\_\_\_\_

### I. 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 characteristic traits during the program, please check the "Noticeable Improvement" box in addition to the box that you feel reflects the student's ability at the end of the internship.

#### Rating Scale

**1 - Excellent**

**2 - Very Good**

**3 - Average**

**4 - Unsatisfactory**

Characteristic	Rating
Ability to learn	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Noticeable Improvement
Interest in learning	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Noticeable Improvement
Speed of completing responsibilities	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Noticeable Improvement
Willingness to receive guidance	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Noticeable Improvement
Ability to perform without supervision	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Noticeable Improvement
Ability to develop positive working relationships	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Noticeable Improvement
Dependability and reliability	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Noticeable Improvement
Judgment	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Noticeable Improvement
Personal appearance	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Noticeable Improvement

Care of and respect for property and facilities	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Noticeable Improvement
Courtesy	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Noticeable Improvement
Overall performance	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Noticeable Improvement

## II. General Questions

1. What was the student's beginning wage? \$ \_\_\_\_ per \_\_\_\_
  
2. What was the student's final wage? \$ \_\_\_\_ per \_\_\_\_
  
3. Were the student's contributions in line with the wages he/she received? Please describe.

## COOPERATOR'S FINAL EVALUATION – FORM E (CONT.)

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4. Which of the student's characteristics did you find most helpful or valuable to your operation? Please describe.
  
  
  
  
  
  
  
  
  
  
5. How can the student improve?
  
  
  
  
  
  
  
  
  
  
6. Would you hire this student to fulfill a similar position? If not, please explain why.
  
  
  
  
  
  
  
  
  
  
7. Please list any other comments or concerns that you have in relation to the value of the internship program.

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(Signature of Cooperator)

(Date)



## ON-CAMPUS STAFF MEMBER'S FINAL EVALUATION – FORM F

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**All information provided on forms must be typed.**

**Name of Student Intern:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**1. Based on the Bi-Weekly reports, did the internship provide the originally agreed upon learning experience?**

Yes

Marginally

No

**2. If the internship was marginal or unsuccessful, please check the corresponding box.**

Lack of motivation on behalf of the student

Personality conflict with the supervisor

Lack of motivation on behalf of the cooperator

Unforeseen changes in the planned work experience

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

4. Please select the number that corresponds to your overall evaluation of this internship.

Outstanding	Excellent	Good	Fair	Poor
<input type="checkbox"/> 10 <input type="checkbox"/> 9	<input type="checkbox"/> 8 <input type="checkbox"/> 7	<input type="checkbox"/> 6 <input type="checkbox"/> 5	<input type="checkbox"/> 4 <input type="checkbox"/> 3	<input type="checkbox"/> 2 <input type="checkbox"/> 1

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(Signature of on campus Internship Advisor)      (Date)

## STUDENT'S FINAL EVALUATION – FORM G

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**All information provided on forms must be typed.**

**Student's Name:** \_\_\_\_\_

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

- More than I expected
- About what I expected
- Less than I expected

**2. What were the strong and weak points of your total program?**

**Strong points**

**Weak points**

**3. Would you take another internship with this cooperator? If not why?**

4. Please select the number that corresponds to your overall evaluation of this internship.

Outstanding	Excellent	Good	Fair	Poor
<input type="checkbox"/> 10 <input type="checkbox"/> 9	<input type="checkbox"/> 8 <input type="checkbox"/> 7	<input type="checkbox"/> 6 <input type="checkbox"/> 5	<input type="checkbox"/> 4 <input type="checkbox"/> 3	<input type="checkbox"/> 2 <input type="checkbox"/> 1

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(Signature of Student Intern)

(Date)