



**SUBJECT:** Academic Affairs

**POLICY:** 215.1 Internships

**RELATED PROCEDURE:** 215.1.1 Internships

**EFFECTIVE:** August 2020

**REVISED:** April 2023

**REVIEWED:**

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### **Introduction and Purpose**

Great Falls College MSU supports work-based learning, and an academic internship can be valuable and integral component of an education. The purpose of an internship is to obtain practical work experience, to apply skills and knowledge learned in the classroom, and to gain exposure to various job opportunities while under the direct supervision of a designated supervisor at the place of internship.

### **Policy**

Internships through Great Falls College are available only to degree-seeking students of the college. Internships may be paid or volunteer. Internships should typically be completed within one academic semester; however, internships may vary in length based on the company/organization. Caution should be given to internships that last longer than an academic semester as this could slow down the student's academic experience/progress. Students must complete all requirements as outlined in the Internship Agreement to qualify for internship credit. Students registering for academic internship credit must follow registration guidelines and academic reporting deadlines.

An internship course can be offered for one to six credits with 45 hours of work experience equaling one academic credit. Internships will be approved if the following criteria are met:

1. The internship is directly related to a student's degree area or field of study. For the Associate of Science and Associate of Arts, the internship can be related to a career area of interest of the student.
2. An [Internship Application Form](#) is completed and submitted to the faculty sponsor and the student is registered for the course prior to the start of the semester in which the internship will occur. This application must contain a list of learning objectives to be achieved by the student, length of internship, and the credits to be earned. A faculty sponsor member approves the internship.
3. An [Internship Agreement](#) is approved by the sponsoring organization, the faculty sponsor, and the student prior to the student commencing the internship experience. The agreement must contain the required hours, rate of pay if applicable, dates of the internship, credits to be earned, and a detailed job description or anticipated list of internship duties.

Departments should establish definite guidelines regarding how many credits the student should register for, based on the requirements for the student's specific degree program. Asking how many credits are needed or how many credits the student is willing to pay for is inappropriate.

Supervision of internships is not included on regular faculty workloads unless enough students are completing internships for the course to run as fully enrolled.