



## Academic Internship Application Process

### 1. \_\_\_\_\_ **Background Check:**

You will need to complete a Helena College background check before you apply for an Internship. You can either complete the background check (1) at the same time you complete the Internship Application form –OR- (2) by the beginning of the semester you intend to start your Internship (recommended).

If you want to complete the background check prior to the Internship Application form please obtain the Background form (from Human Resources or your supervisor), complete it, and turn it in to the Faculty Internship Supervisor for processing.

If you want to complete the background check prior to the Internship Application form please email/contact your supervisor to email the Background Check form to you, complete it then send it back to you supervisor. **Your supervisor will then submit it to the Director of Human Resources.** You may fill it out electronically, print and sign it, then rescan and return electronically **or** simply return the paper form.

If you have any questions about the form or process please contact Human Resources at (406) 447-6925 or via email [hhumanresources@helenacollege.edu](mailto:hhumanresources@helenacollege.edu) to start the background check process. There is no cost to the student for the background check.

Human Resources will inform the Division Chair and Faculty Supervisor if the student clears the background check or if an issue needs to be addressed.

### 2. \_\_\_\_\_ **Academic Internship Application** form (both 1<sup>st</sup> and 2<sup>nd</sup> pages)

The **Academic Internship Application** form is one of two forms that need to be completed.

- a. The learning objectives for your internship and the job description are required on the **2<sup>nd</sup> page**. Typically you can cut and paste the description from the original job description. Determine what the learning objectives are based on the job description then record them on the form. If you are unsure please check with your Internship Faculty Supervisor. **THIS NEEDS TO BE DONE BEFORE OBTAINING SIGNATURES.**
- b. Internship information and a number of signatures are required on the **1<sup>st</sup> page**. Start with the signature from your HOST supervisor. Your Internship Faculty Supervisor needs to sign as well. Once you have those two signatures your Internship Faculty Supervisor will forward it on for signatures from the Division Chair and Registrar.

### 3. \_\_\_\_\_ **ADD** form

You need to **Add** your Internship. Get an **ADD** form from the Registrar's office. Fill in as much information as you can. (ie. Course Number: CSCI 298, Name: Internship, Credits: at least 2 credits is required) Take it to your Internship Faculty Supervisor to complete.



You Internship Faculty Supervisor will forward your **Internship Application form** –and- **ADD form** to the Division Chair.

**During your Internship the following are a sample of what may be required.**

- 1) Keep a daily work log using a Word, Excel, or at least pen and paper.
- 2) Email documentation! During your internship please email a weekly short summary and work log to your supervising faculty.
- 3) At the end of your internship write a 2 to 3 page summary (please ask for summary criteria from faculty supervisor). In some cases criteria will be attached to an original email from your faculty supervisor.
- 4) Your Faculty Supervisor may ask you to do an “exit” interview with him/her when your Internship is complete. IF an “exit” interview is required please schedule with your Faculty Supervisor.
- 5) You Faculty Supervisor may ask your Host Supervisor to complete an evaluation of your internship performance.



PROPOSAL FOR ACADEMIC (FOR CREDIT) INTERNSHIP

**(TO BE COMPLETED BY STUDENT)**

Course Prefix and No. \_\_\_\_\_ No. of Hours \_\_\_\_\_ Credits (1 - 3) \_\_\_\_\_

(45 hrs. per credit)

Student's Name: \_\_\_\_\_ Semester \_\_\_\_\_

Supervision:

Host Supervisor: \_\_\_\_\_

Agency/Business contact name and phone

Faculty Supervisor: \_\_\_\_\_

Helena College Faculty contact and phone

Supervisors' Responsibilities:

The Host Supervisor and Faculty Supervisor will provide supervision towards successful completion of the proposal, a positive learning environment and evaluation/assessment of the intern.

The Host Supervisor will be responsible for providing any necessary workers' compensation insurance for the student intern.

Student Intern's Responsibilities and Participation: On the attached page, the student intern is to outline total hours, duties, and learning objectives. Note: The intern understands that 45 hours of learning experience is to be documented for each credit.

Participation With Host Supervisor: Performance of satisfactory work under the supervision of the Host Supervisor, including successful completion of any certification requirements (VITA only). Feedback will be from the Host Supervisor in an informal, on-going basis with the student intern and Faculty Supervisor.

Evaluation by Faculty Supervisor: Completion of, for example, a 3-5 page paper, 5-7 page daily journal describing the work experience and relating the experience to the learning objectives, or other summary evaluation such as presentations, project documentation, team reviews or any other process, as agreed to by the faculty supervisor.) Faculty Supervisor will evaluate the paper/journal/project of the experiences and will assign the final evaluation grade for the internship credit.



Approvals:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

*(Student routes form to Host Supervisor)*

Host Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*(If different than Faculty Supervisor; Student routes form to Faculty Supervisor)*

Faculty Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

*(Faculty Supervisor routes form to Division Chair)*

Division Chair: \_\_\_\_\_ Date: \_\_\_\_\_

*(Division Chair routes form to Registrar)*

Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

*(Registrar enters into BANNER; keeps a copy for student file; routes original to Faculty Supervisor. Faculty Supervisor retains original; makes any additional copies for student, Host Supervisors, as needed.)*



**LEARNING OBJECTIVE(S)** (What do I expect to learn?)

**DESCRIPTION OF THE DUTIES** (What are the duties? How will the duties be allocated by hour? What are the total hours for the internship?)



**EVALUATION BY THE FACULTY SUPERVISOR** *(How will this internship be graded? Examples: 3-5 page paper, 5-7 page daily journal describing the learning experience and relating the experience to the learning objectives, other summary evaluations such as presentations, project documentation, team reviews or other, as agreed to by the faculty supervisor.)*

Submitted by:

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Updated: March 19, 2025