

Student Internship Checklist

<p style="text-align: center;">Application for Internships</p> <p>Items in this column MUST be completed by May 1st for a summer internship, and December 1st for a spring internship. Enrollment for internship depends on completing these checklists in a timely manner. Failure to do so may result in denial of enrollment.</p>	<p style="text-align: center;">When Internship is Assigned</p> <p>Items in this column MUST be completed in order for the advisor to assign the payment for the internship. Total completion of these items does guarantee the internship payment.</p>
<p><u>Eligibility</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Montana University System student <input type="checkbox"/> Completed AGSC291 course <input type="checkbox"/> A GPA of at least 3.00 in AGSC291 <input type="checkbox"/> Attendance at a pre-internship seminar 	<p><u>To Start the Internship</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete the Student Internship Clearance (Form C) <input type="checkbox"/> Complete and sign the Memorandum of Agreement (Form D)
<p><u>Application</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Resume of past work experience <input type="checkbox"/> Student Application Form (Form A) <input type="checkbox"/> Signed Liability Waiver (Form B) 	<p><u>During Internship</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete daily record of internship hours in the project's D2L <input type="checkbox"/> Complete the Weekly Activity Log in the project's D2L website. Record your activities and reflections on a weekly basis
	<p><u>After the Internship</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Internship Host's Final Evaluation (Form E) <input type="checkbox"/> Student's Final Report – manuscript <input type="checkbox"/> Student's Final Report – poster <input type="checkbox"/> Instructor Internship Advisor's Final Evaluation (Form F)

Resume of Past Work Experience

Form A - Student Intern Application Form

Student Intern Name

Major/Option _____ Credits completed: _____

Semesters completed _____ AGSC291 GPA: _____

Internship Host Name _____

Internship Position Title/Description _____

On the remainder of this page, explain why you want to be involved in this program and what you hope to gain from it.

Form B - University Liability Statement

Montana State
University Bozeman,
MT 59717-3140

I, the undersigned student intern, understand that Montana State University, herein identified as the University, has worked with the Internship Host named in the attached Memorandum of Agreement 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 salary will be granted by the University.

I understand that since the daily managerial control and working conditions of the internship program are handled by, and are under the sole direction of, the Internship Host, the University does not have, nor can it 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 Internship Host what employee benefits are available to me (i.e., 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.

Signature of Student Intern

Date