



Student Information

MSU 339 is both an experiential and academic course. To receive credit (1 to 8 credits are available; see additional details below) and a grade, the student must be engaged in projects with an employer as well as complete several academic assignments. The purpose of the internship is for students to gain knowledge and experience in their chosen career fields. The purpose of the academic assignments is for students to be able to discuss their internship/work experience and reflect upon the skills they have learned.

An internship is a temporary work experience designed to integrate theoretical aspects of one's education with practical aspects of a work experience in an organized and supervised fashion. An internship offers the opportunity for students to gain experience in their field, determine if they have an interest in a particular career, create a network of contacts, and gain college credit.

It is the student's responsibility to secure an internship. MSU Career Services posts co-ops, internships, part time jobs, and on-campus student employment positions on Eagle CareerNet at www.moreheadstate.edu/careernet. MSU 339 internships may be paid or unpaid. To receive academic credit for your internship through MSU 339, follow these guidelines:

1. An internship position job description must be 75% professional level responsibilities, or
2. Have an advantageous surrounding in which a student can learn vicariously about a field of work (e.g. students cannot practice law, but they can work in a law office, go to court or legal meetings and help out a legal staff).
3. Internship job duties must be related to the student's major or career plan. Clear learning objectives that tie to career goals must be outlined on the learning contract.
4. The student must have a minimum of a **2.75 GPA** to qualify for MSU 339.
5. **The student cannot receive academic credit for a job they are presently in, unless their supervisor will allow them to work in a new position or on a new project.** To receive academic credit, the student must have clear and new learning objectives that are clearly defined on the learning contract.
6. The student must work **60 clock hours on the job for every one (1) credit hour** they request for MSU 339. **Failure to meet the clock hour requirements means an automatic failure of the class, no matter if all other assignments are submitted. Eligible clock hours must be documented to successfully complete the internship.**
7. The student must complete a **learning contract (pages 4 and 5 of this document)** and have it signed by their worksite supervisor **before** they will be able to register for MSU 339. Students must also submit a **current resume**. The resume does not have to include the upcoming internship. MSU Career Services will review the learning contract and resume and, if approved, register the student for the class. **Please return pages 4 and 5 plus a resume for review. Page 3 of this document is a sample learning contract.**



Academic Components for MSU 339

Communication with students will be through **BLACKBOARD** as the academic component of this course is online.

Assignments include:

- Skills self-assessment at beginning and end of internship/semester
- Report Internship in Eagle CareerNet
- Reflective Journal – Mid Term
- Resume (updated to show internship experience)
- On-line interview
- Evaluation by site supervisor
- Log of hours

Information for the Employer (students, please provide this to the employer)

1. The work site supervisor will be required to submit a written evaluation of the student's performance and progress one week prior to the end of the semester (forms will be provided to you by the student).
2. The supervisor's evaluation helps determine the student's grade, please give a fair and critical evaluation of the student's performance as a professional.
3. Provide student with a **bona fide career related work experience. 75% of duties should be professional level.**
4. Comply with all federal and state employment, safety, and civil rights laws applicable.
5. Serve as a mentor and role model.
6. Allow the student to actively contribute to the work site activities while he/she is learning from you. Challenge the student with projects and responsibilities that require the application of skills and knowledge.
7. Employers agree to provide the student, at minimum, the number of clock hours established in the learning contract. Unless the student is ill, or has some other catastrophic situation, they are expected to work on the days/times you assign. If they fail to abide by this, there is NO expectation that an employer provide supplemental work in order for the student to meet their clock-hour obligations. Be sure to communicate your expectations clearly and specify to the student if you expect them to work over MSU breaks, or holidays, when signing the contract.
8. Students are enrolled at MSU and can present verification of academic credit if needed.



Sample: The details of your learning contract will be reviewed carefully. Here is an example of how to complete the job description and learning objectives section.

Intern Job Title: Installation & Equipment Specialist – Mike’s Satellite Company

Intern Job Description:

Intern will take on a new project and learn to answer equipment related questions from customers who purchase our equipment. He/she will demonstrate how the equipment works to customers, both residential and commercial. The intern will perform basic carpentry & wiring for the distribution of coaxial cable in a residence or business. They will work with other employees to test and evaluate equipment for technical trouble shooting.

Learning Objectives (What skills will you develop during this internship that will relate to your career goals?):

- I will learn the installation side of the satellite business (currently I am in the billing department).
- I will be able to get the skills (equipment trouble shooting, servicing, construction, carpentry, wiring and driving the installation van) I need to advance myself in the company.
- This will help me when I apply for a project manager position as I will be cross-trained and have experience in both office and field work.



Learning Contract (Must be Typed)

Semester _____ /20_____

How many credit hours are you seeking through MSU 339? _____. Note: 1 to 8 credits are available. For every 1 credit earned, 60 clocked hours must be completed for your work site. For example, 3 credits earned will require 180 clocked hours. 8 credits would require 480 clocked hours of work time across the semester.

Student's Name: _____ Student ID _____

Major: _____ Is the internship paid? _____ Pay (if any): \$ _____

Full Address: _____

Phone: _____ Email: _____

Student's MSU Academic Advisor's Name _____

I have attached a copy of my current resume. Is my internship in-person/on-site? Yes No

Company / Organization Name: _____
Full Company Address: _____
Work-site Supervisor's Name: _____ Phone: _____
Supervisor's Title: _____ Email: _____

Intern Job Title: _____

Intern Job Description:

Learning Objectives (What skills will you develop during this internship that will relate to your career goals?):

The student and work-site supervisor agree to comply with all stipulations of requirements.

(student signature) (date) (work-site supervisor signature) (date)

(Career Services Internship Coordinator, Morehead State University) (date)

Pages 4 & 5 of this document must be signed by the student
(Email typed contract and resume to careerservices@moreheadstate.edu with the subject as "MSU 339")



Career Center | 150 University Blvd | Morehead, KY 40351 | Ground floor of MSU Camden-Carroll Library
606.783.2233 | fax 606.783.9188 | careerservices@moreheadstate.edu | www.moreheadstate.edu/career

I, _____, am a student at Morehead State University (“MSU”). I desire to participate in the MSU
(your name)

Career Services’ MSU 339, for the (check one): ___ Fall ___ Spring ___ Summer; term of 20 _____ (the “program”),
at _____ in, _____, _____ (“work site”).
(name of business) (city) (state)

I acknowledge that my participation in MSU 339 is voluntary, as MSU 339 is an elective class, and I agree to all the terms and conditions contained in this document, without which MSU Career Services would not allow my participation.

1. Conduct Agreement. I acknowledge that I have read and hereby agree to abide by all the rules of conduct as stated in the MSU Student Handbook. I further acknowledge that such rules, including those related to drugs and alcohol, are applicable to students at the work site. I am aware that, since I will be identified with MSU and that my behavior reflects upon the University, I must behave responsibly and in a professional manner. I will promptly inform MSU Career Services if I am terminated, or choose not to return to my work site. I further acknowledge that any disciplinary action taken against me may include termination of my participation in the program, academic failure and being barred from taking MSU 339 again in addition to any other actions provided for in the MSU Student Handbook.

2. Travel. All travel, by any conveyance, to and from the work site, is my responsibility and I acknowledge that I have reliable transportation for this program. I acknowledge that should there be an accident on my way to, or from the work site, MSU and its employees, agents, officers, and regents are not responsible for any damages to myself or another party.

3. Changes. Though MSU will make every effort not to make changes in the program, I acknowledge that the University, and the work site, reserves the right to make changes to the program at any time and for any reason, with or without notice, and that MSU and its employees, agents, officers, and regents shall not be liable for any loss whatsoever to participants by reason of such cancellation or change. I will be responsible for any additional expenses resulting from such changes.

4. Insurance. I acknowledge that MSU and its employees, agents, officers, and regents cannot and will not assume any responsibility or liability for injury, loss of property, exposure or occupational hazards associated with the program and the work site. I acknowledge, by signing this document, that *MSU Career Services encourages me to have health and accident insurance.* I further understand the responsibility for having insurance (from any provider) is mine alone. If my internship is paid, workman’s compensation may be available and I will check with the work site supervisor for more information.

5. Release and Indemnification. READ CAREFULLY—YOU ARE WAIVING IMPORTANT RIGHTS. I, individually, and on behalf of my heirs, assigns, and personal representatives, hereby release and forever discharge, and agree to indemnify and hold harmless, MSU and its employees, agents, officers, and regents (individually and in their official capacities) from and against any and all liability whatsoever for any and all damages, loss of property, or injuries (including death) including but not limited to any claims, demands, judgments, damages, expenses, and costs (including attorney’s fees), which arise as a result of or connected in any manner to my participation in the program. I further acknowledge that MSU and its employees, agents, officers, and regents (individually and in their official capacities) will not be responsible or accept liability for the actions of third parties, such as the work site, its employees or agents, which cause me loss, damage, or injury, or for circumstances beyond the work site’s reasonable control, such as (but not limited to) inclement weather, terrorism, acts of God, or accidents.

7. Other Acknowledgements. In signing this, I hereby acknowledge that I have read this entire document, that I understand its terms, that I will abide by each of the terms and conditions, that by signing it I am giving up substantial legal rights I might otherwise enjoy, and I have signed it knowingly and voluntarily. No other representations concerning the legal effect of this document have been made to me. I am signing it freely. I agree that should any photograph, or video recording, or other image of me be made during the program, I allow its publication in print or in any electronic format, forever. I understand that this document is written to be as broad and inclusive as legally permitted by the Commonwealth of Kentucky. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

Student Signature _____ MSU ID _____ Date _____

MSU Career Services Internship Coordinator _____ Date _____

(Email typed contract and resume to careerservices@moreheadstate.edu with the subject as “MSU 339”)