

Internships

Every student pursuing a bachelor's degree at Montana Bible College is required to complete an internship related to his/her major or emphasis. This internship is a vital component of the student's education. The internship is a guided field experience intended to bring together in a "real-life" setting the knowledge and skills the student acquired through academic study. While the internship for most of the majors and emphases is for four credits, the one for the missions emphasis is twelve, and encompasses the entirety of the fall semester of the student's senior year. The internship is a course for which a student is registered in a given semester, and has requirements which he/she must fulfill for a grade.

One of the most significant challenges students face in preparing for an internship is *finding* an internship. If a student does not have a specific internship in mind, MBC can help. The Office of Academic Affairs regularly makes formal agreements with various churches, ministries, and organizations to provide such opportunities for MBC students. Therefore, we encourage students to see the Vice President of Academic Affairs about specific internship opportunities for their emphases or majors.

Internship Policy

Montana Bible College requires that a student achieve Junior standing *before* applying for an internship. Exceptions to this policy must be approved by the Vice President of Academic Affairs.

Procedures for Applying and Serving Internships

1. Pick up an Internship Packet from the Registrar's Office. This packet will contain the following materials:
 - a. Requirements for the specific internship
 - b. Application for internship
 - c. Agreement to Enlist
 - d. Internship Supervisor's Initial Report
 - e. Intern's First Report
 - f. Internship Supervisor's Final Report
 - g. Intern's Final Report
 - h. Internship Checklist
2. **Read the Internship Requirements contained in the Packet first.**
3. Complete the Application for Internship (the grey form) and have it signed by the Emphasis Chair, Vice President of Academic Affairs, and the prospective Internship Supervisor. **Note: the application must be signed by these individuals prior to registration for the internship as a course. Only when these signatures are obtained is the application completed.** After obtaining these three signatures, the student shall submit the application to the Registrar who will then register the student for the internship as a class.

4. Complete the Agreement to Enlist in a meeting with the Vice President of Academic Affairs, the emphasis chair, and the Internship Supervisor, and submit it to the Registrar.
5. Half-way through the internship, the intern shall complete and submit the “Intern’s First Report” included in the Packet to the Vice President of Academic Affairs. Likewise, the Internship Supervisor shall complete and submit the Internship Supervisor’s Initial Report to the Vice President of Academic Affairs.
6. At the end of the internship, both the intern and the Internship Supervisor shall complete a final report, using the forms in the Packet, and submit them to the Vice President of Academic Affairs.