

Multidisciplinary Studies Internship Overview and Student Expectations

The Multidisciplinary Studies Internship provides academic credit for on-the-job experience under the guidance of a supervisor who is a professional in the field. Student interns are expected to perform the duties and meet the expectations of the professional role.

To achieve the mission of the internship experience, an internship must be planned well to include concrete objectives, measurable outcomes, and a partnership with the work site coordinator and a faculty supervisor (internship coordinator). Additionally, it is strongly advised that you read the Internship information provided by the Career Center on their website at <http://career.boisestate.edu/students/internships/>

While internships may occur at a student's workplace during regular working hours, internships are not intended simply to give credit for ordinary work experiences. An internship represents new learning for the student. To get credit for working at a job you already have you must be learning something new during the semester in which you are enrolled for the internship. You might do this by asking your supervisor for new responsibilities or projects.

To enroll in MDS 493, a student must have attained a cumulative grade-point average of **2.00** or higher and currently must be accepted into the Bachelors of Multidisciplinary Studies degree. Additionally, many internship opportunities have specific professional preparation qualifications associated with them.

Credit Limitations:

Students may repeat MDS 493 for up to **four** credits.

How to Enroll in a Multidisciplinary Studies Internship

- 1. Identify an internship opportunity.** It is your responsibility to secure an internship site and obtain approval. You may intern with a company where you are presently employed, but you must be able to demonstrate how you will be going above and beyond your current job duties toward new learning.
- 2. Apply online at <http://career.boisestate.edu>** click on: Internship Application for Academic Credit. A copy of this application will be sent to the MDS Internship Coordinator. **You will find MDS 493 listed under Department: College of COAS and Subject: Multidisciplinary Studies.**
- 3. Complete the 14 minute online Orientation Workshop Video and Quiz. This is required BEFORE I will approve your internship application.**
- 4. A notification will be sent to the Internship Coordinator for approval. Once it is approved a notification will be sent to the supervisor who has agreed to supervise your internship on site. (It is your responsibility to find someone to supervise your experience at the site you choose.)**
- 5. Once all signatures have been obtained you will be registered for MDS 493 within 1 week.**

CONTACT INFORMATION

Vicki Budd, Internship Coordinator
Multidisciplinary Studies Degree
1023 S Grant Avenue – MS 1121
Boise, ID 83725-1121

E-Mail: victoriabudd@boisestate.edu

Phone: 208-426-5957

All internships will be graded Pass/Fail. If there are any changes to your internship, please inform the Internship Coordinator immediately. Internship credits are only for the hours you work while the semester is in session. Each internship credit requires 45 hours of work during the semester.

Internship Student Expectations

All internship communications will be managed through the Blackboard MDS 493 Internship course site. Below is an overview of the highlights.

1. Mutually agree on your internship goals with your supervisor.
2. Upon completion of your internship submit your time log sheet documenting the number of hours you completed.
3. Arrange a site visit with you, your site supervisor and the internship coordinator. Details are in the Blackboard course site.
4. As the semester nears completion your supervisor will receive an email asking for feedback on how you did against the goals you set. Your grad will not be issued until I receive the feedback. Please encourage completion as soon as possible.

I am available throughout the semester to meet with you, your supervisor or both of you at any time if I can be of help. Please let me know.

Please let me know if you have questions. ENJOY your experience!

victoriabudd@boisestate.edu or 208-426-5957