



**Connect Mohawk Valley
Regional Internship Network**

Internship Memorandum of Understanding

Intern Name:			
Intern Contact Information/Email:			
Sponsoring School:			
Academic Advisor/Contact:			
Advisor Contact Information/Email:			
Name of Employer:			
Work Site Address:			
Internship Supervisor:			
Supervisor Contact Information/Email:			
Brief Description of Employer:			
Duration of Internship:	Start Date: _____ End Date: _____		
Average Hours per Week:			
Academic Credit:	<input type="checkbox"/> Yes <input type="checkbox"/> # of Credits (if Yes) <input type="checkbox"/> No		
Compensation (if any):			
Dress Code:			
Internship Responsibilities:			
Specific Projects:			
Functions that student will perform (Please place an "X" next to all that will apply):			
Research/Analysis	<input type="checkbox"/>	Financial/Budgeting	<input type="checkbox"/>
Program Evaluation	<input type="checkbox"/>	Client Outreach/Relations	<input type="checkbox"/>
Project Management	<input type="checkbox"/>	Planning	<input type="checkbox"/>
Marketing/Communications	<input type="checkbox"/>	Clerical/Secretarial	<input type="checkbox"/>
Personnel/Human Resources	<input type="checkbox"/>	Other Functions (specify below):	<input type="checkbox"/>
Other:			



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Student Statement of Academic Goals:

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Other information:

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Written Agreements:

The student intern, _____, agrees to conduct him/herself professionally, according to the specifications of the employer, and perform the assigned duties to the best of his/her abilities. The intern will be subject to the terms and conditions of the _____ Employee Policy Manual. S/he will not engage in any activity, including accessing confidential information or the collection of data, without the permission of the site supervisor. S/he will respect the confidentiality of all organizational and client information provided by the employer and will not share it with persons outside the work site without permission. The intern will meet the time requirements and notify the supervisor in advance if unable to come during scheduled hours. It will be the intern's responsibility to find transportation to and from the work site. The intern agrees to notify the supervisor if problems arise during the performance of his/her duties.

The site supervisor, _____, agrees to provide guided supervision during the internship period. The site supervisor agrees to provide a safe and ethical work environment, and will address issues immediately, should they arise. The supervisor will meet regularly with the student to provide feedback on his/her progress on projects and to review responsibilities. S/he will provide the student with access to adequate information, assistance, and staff cooperation to enable the student to fulfill assigned responsibilities. The supervisor agrees to complete a final written evaluation of the internship experience. S/he will also meet with the intern to provide a final performance appraisal. If, during the course of the internship, an issue arises that cannot be resolved by the site supervisor or in the case that the intern's performance does not meet expectations, the supervisor will contact the academic advisor. In the case that the supervisor leaves the workplace, s/he is responsible for identifying a replacement supervisor to fulfill the commitment.

The academic advisor, _____, agrees to provide consultation to both the intern and site supervisor, as needed, throughout the semester. S/he will help resolve issues, answer questions, and provide support, as needed. The advisor will conduct a mid-semester assessment of student performance with the site supervisor. S/he will periodically contact the student for updates or to address problems as they arise. After the successful completion of the internship, the advisor will assign a pass/fail grade based on the final evaluation provided by the supervisor and the internship summary submitted by the student.

Signatures:

Student/Date	Site Supervisor/Date	Academic Advisor/Date
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Distribution:

Intern:

Employer:

Academic Advisor:

Mohawk Valley Connect (Tim Fitzgerald)

Other: