

Internship Memorandum of Understanding

The following is designed to assist in providing a high-quality internship experience for both the intern and the employer. This form should be completed together by the intern and the immediate supervisor or mentor. Both parties should provide input into the completion of the form and agree to the terms outlined. Both parties should also receive a copy of the completed form and the student may choose to submit an additional copy to his/her college or university, as appropriate. Please note: this is not a legal contract.

Student Information

Name: _____

Address: _____

Phone: _____

E-mail: _____

College/University: _____

College/University contact: _____

Internship Information

Company Name: _____

Company Address: _____

Immediate Supervisor: _____

Supervisor Phone: _____

Supervisor E-mail: _____

Internship Description

Student internship will begin on _____ and end on _____

Intern Title: _____

Description of duties (may attach other documents):

Qualifications required (may attach other documents):

Expectations for the following areas:

Wages/Compensation: _____

Travel: _____

Hours: _____

Overtime: _____

Dress Code: _____

Housing needed: _____

Other: _____

Setting Goals

The intern and supervisor should discuss the following topics. This will help the intern and supervisor agree to and define expectations, actions and roles during the internship. Additional pages may be added if needed.

1. How will performance be evaluated?

2. What do you hope to experience or learn during this internship?

3. What type of projects will the intern be assigned to gain the experience outlined in the aforementioned goals?

4. What is expected from the college or university to ensure the intern receives credit?

OTHER GOALS:

We have discussed the topics listed above and understand our roles, expectations and requirements during the term of this internship.

Intern signature: _____ Date: _____

Supervisor signature: _____ Date: _____