

INTERNSHIPS  
DEPARTMENT OF GOVERNMENT  
THE UNIVERSITY OF WEST FLORIDA

MEMORANDUM OF UNDERSTANDING

**PURPOSE:** The purpose of an internship is to enable the student to acquire "real world" experience that can be, simultaneously, (a) studied for the purpose of college credit, (b) a rewarding experience to the intern, and (c) useful to the internship host. An internship is not a part-time job. Rather, it is a learning experience, an opportunity for the student to bridge the classroom and the "real world," being guided by and in turn evaluating concepts and theories presented in texts in light of the practical experiences afforded by the internship. Although monetary compensation is not a requirement of the internship, remuneration would be appropriate

**PARTIES TO THIS INTERNSHIP:** An internship is a three-way relation between intern, internship host, and academic advisor. In this case, the parties are, respectively, \_\_\_\_\_, \_\_\_\_\_, and Prof. \_\_\_\_\_.

**RESPONSIBILITIES OF THE INTERN.** \_\_\_\_\_ will work at \_\_\_\_\_ for a minimum of \_\_\_\_ hours, but no more than \_\_\_\_\_ hours per week, between \_\_\_/\_\_\_/\_\_\_ and \_\_\_/\_\_\_/\_\_\_\_. The exact schedule of days and hours will be arranged between the intern and the internship host. The intern will be expected to be punctual and otherwise abide by office etiquette required of any regular internship host employee, including dress code, mode of address to supervisors and staff, etc. To the very best of her/his abilities, the intern will strive to complete all assignments on time, respect the confidentiality of information she may learn during the course of the internship, make the best of constructive criticism of her/his work, and comport herself/himself in a manner that is not only a credit to herself/himself but to the internship host. The intern will also complete reading and writing assignments specified in a separate memorandum by the internship academic supervisor. A copy of the final paper will be provided to the internship host. Some time during the week of \_\_\_/\_\_\_/\_\_\_ an "exit interview" involving all three parties will evaluate the experience.

**RESPONSIBILITIES OF THE INTERNSHIP HOST.** The internship host will describe to the intern what is expected of her/him, i.e., her/his duties and other requirements of the internship. Always keeping in mind that the internship is a learning experience, she/he will be given opportunities to interact with the director and other managers, exposed to decision-making processes, given meaningful assignments to complete, closely supervised, and at regular intervals offered candid feedback, including constructive criticism, on the quantity and quality of her/his work. A letter (hard copy or e-mail) evaluating the intern's performance will be sent by the internship host to the academic supervisor by \_\_\_/\_\_\_/\_\_\_\_.

**RESPONSIBILITIES OF THE ACADEMIC SUPERVISOR.** The academic supervisor will give the intern a schedule of assignments to complete, give timely feedback on her/his written assignments, and be available to her/him for academic advising. He will contact the internship host by telephone or e-mail half-way through the internship experience, i.e., no later than \_\_\_/\_\_\_/\_\_\_, to inquire about its progress, and be available to meet with him/her as needed for the purpose of insuring that the internship is a success.

In affixing our signatures below, we acknowledge having read this memorandum and agree to abide by its terms.

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative of Internship Host

\_\_\_\_\_  
Date

\_\_\_\_\_  
Academic Supervisor

\_\_\_\_\_  
Date