

“MEMO OF UNDERSTANDING” (Template)

This Memo of Understanding (MOU) outlines the terms and condition of a **[Fall/Spring/Summer] [Year]** semester Internship with **[Agency]** for **[Intern Name]** as partial fulfillment of the requirements for the **[Bachelor's/Master's]** degree in **[Specific Major/Program]** at the University of Central Missouri.

Timeframe (beginning and ending dates) of internship activities, general description of internship, total work hours, and special conditions (e.g. compensation, if any):

[Intern Name] will act as an Intern in the capacity of **[Job Title]** for the **[Agency]** in the **[Fall/Spring/Summer]** semester. The internship begins on **[MM/DD/YY]** and ends on **[MM/DD/YY]**. **[Intern Name]** will assist **[Site Supervisor Name]**

Internship Specifications

The internship plans on this being a **[“X”]** credit hour internship during the **[Fall/Spring/Summer] [Year]** semester. This would mean that I would be expected to work **[Required work hours]** clock hours on the job. I believe that I will accumulate **[“X”]** work hours in the **[Fall/Spring/Summer] [Year]** semester. Intern will work approximately **[“X”]** hours per week and will receive **[“X” if any]** compensation.

List the professional learning objectives you intend to achieve during the internship (3-6)

This section will include a list of objectives that will clarify knowledge, skills, and abilities the student will obtain during the internship that are significant and were not present before the internship began. The ability to achieve these learning objectives may be considered as partial (or full, if unpaid) compensation provided by the agency to the student. Ideally, the intern will research the job description/s of the job (typically entry level) he/she hopes to compete for after graduation and will create objectives that help move toward being competitive/qualified. Of course, the students should seek internship sites that are in line with his/her goals. The formulation of several well-thought-out objectives that the student and the site supervisor agree can be achieved during the internship experience is the MOST IMPORTANT part of the “Memo of Understanding”.

Details of the special project (if known at this time):

Any other details pertinent to the internship:

Contact Information

Agency Supervisor	University HCIO Internship Coordinator
Position Title	Dr./Mr./Ms. Internship Coordinator's Name
Agency name	Address
Street Address	University of Central Missouri
City, State, Zip	Warrensburg, MO 64093
Area Code/phone number	(660)XXX-XXXX
E-mail address of site supervisor	XXXXXX@ucmo.edu

****Email the completed “Memo of Understanding” to the Harmon College Internship Coordinator HarmonIntern@ucmo.edu attention to Dr./Mr./Ms./Mrs. **Internship Coordinator's Name**.**