

MASTER OF SCIENCE
STUDENT AFFAIRS ADMINISTRATION
SAA 595 INTERNSHIP
MEMORANDUM OF UNDERSTANDING

Date:

To: [Name and Title of Site Supervisor of Internship at Cooperating Institution]

From: [Name and B# of Student]

Re: [Memorandum of Understanding for SAA 595 Internship]

Elements to include:

- 1) Name, title and **full contact information** of location/organization, immediate supervisor, student, and Internship Coordinator—including phone numbers (cell, if available), addresses, and e-mail addresses
- 2) A statement that the required internship period must be at least 156 hours of service with specific start and end dates
- 3) Semester of graduation
- 4) Work conditions: hours and days of work, semester of internship course enrollment, location of internship, student's own responsibility for transportation to and from internship site, other work conditions as appropriate
- 5) Compensation information: hourly rate or total amount and method of payment (weekly, biweekly, lump sum, etc.) or statement that there will be no financial compensation
- 6) Academic goals and expectations of internship
- 7) Specific projects and task descriptions
- 8) Administrative functions in which intern will be engaged (e.g., program development, evaluation or implementation; policy development or analysis; financial review; strategic planning)
- 9) Expected work products or outcomes (include dates, if possible)

Site Information

- 1) Other terms and conditions required by the organization or the student (e.g., health screening, criminal record clearance)
- 2) Special circumstances, risks to the student, or additional requirements (e.g., exposure to dangerous environments)
- 3) If student is covered by the organization's liability insurance
- 4) Policies and procedures that may be relevant for the intern (e.g., building security, parking, confidentiality)
- 5) Additional organization supervisor(s) and contact information (if more than one works with student and if primary site supervisor is not available)

Must include the following section, as written:

Agreements:

The student intern agrees to conduct them self as an ethical professional and perform the assigned duties to the best of their abilities. The intern will not engage in any activity, including accessing confidential information or the collection of data, without the permission of the site supervisor. The student will respect the confidentiality of all organizational and client information provided by the agency and will not share it with persons outside the agency without permission. The student will meet the time requirements and notify the supervisor in advance if unable to come during the agreed upon hours. The student intern agrees to immediately notify the supervisor if problems arise during the performance of duties at the agency. If problems cannot be resolved with the site supervisor within a reasonable period of time, the student will notify the internship coordinator.

The site supervisor agrees to willingly provide guided supervision during the internship period. In the case that the supervisor leaves the agency, they are responsible for identifying a replacement supervisor to fulfill the commitment. The site supervisor agrees to provide an ethical work environment that is free from harassment and discrimination and will address issues immediately, should they arise. The supervisor will engage the student in projects and tasks that are administrative in nature. The intern will not be expected to provide secretarial support, direct services to clients or the public, transport others, or supervise minor children or vulnerable populations. The supervisor will meet regularly with the student to provide feedback on the progress on projects, areas of growth, and to review responsibilities. The supervisor will provide

the student with access to adequate information, assistance, and staff cooperation to enable the student to fulfill his/her assigned responsibilities. The supervisor will verify that the student's time and task completion are documented. The supervisor agrees to complete a verbal mid-semester assessment with the internship coordinator and a final written evaluation. He/she/they 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 student intern's performance does not meet expectations, the supervisor will contact the internship.

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

Site Supervisor:

I affirm that I have reviewed the established organizational policies in regards to internships and I have the authority to hire and supervise interns.

If there are specific organizational policies and procedures for internships, please attach these to the MOU or provide a link to the policies online.

Student Signature/Date

Site Supervisor Signature/Date

Faculty Supervisor Signature/Date

Distribution:

Department of Student Affairs Administration Binghamton University, P.O. Box 6000, Binghamton, NY 13902-6000 Phone 607-777-9178 Fax 607-777-2414

This page must be completed for students completing an on-site internship during the 2023-24 academic year:

As a Binghamton University student planning to participate in a credit bearing internship experience to fulfill the academic requirements for my major:

I agree to comply with all safety regulations at my internship site including all applicable state and local health protocols, which may include wearing Personal Protective Equipment (PPE/masks), social distancing, testing, limited personnel/interaction at the internship site.

I understand that if I violate the safety policies at my internship site I may be dismissed from the site and/or my program and be subject to student and/or academic conduct code violations.

Student Signature: _____

Date: _____