

MPA INTERNSHIP

MEMORANDUM OF UNDERSTANDING

Date:

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

From: [Name of Student]

Re: [Memorandum of Understanding for PAFF 594, Master of Public Administration Internship]

Elements to include:

- Name, title and **full contact information** of immediate supervisor, student, and Internship Coordinator—including phone numbers (cell, if available), addresses, and e-mail addresses
- A statement that the required internship period must be at least 300 hours of service with specific start and end dates
- Semester of graduation
- 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
- 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
- Academic goals and expectations of internship
- Specific projects and task descriptions
- Administrative functions in which intern will be engaged (e.g., program development, evaluation or implementation; policy development or analysis; financial review; strategic planning)

- Expected work products or outcomes (include dates, if possible)

Site Information

- Other terms and conditions required by the organization or the student (e.g., health screening, criminal record clearance)
- Special circumstances, risks to the student, or additional requirements (e.g., exposure to dangerous environments)
- If student is covered by the organization's liability insurance
- Policies and procedures that may be relevant for the intern (e.g., building security, parking, confidentiality)
- 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 him/herself as an ethical professional and perform the assigned duties to the best of his/her 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. S/he 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 intern agrees to immediately notify the supervisor if problems arise during the performance of his/her 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, s/he is 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 his/her progress on projects, areas of growth, 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 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 (found on MPA website). 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 student intern's performance does not meet expectations, the supervisor will contact the internship.

The Director of Recruitment and Internship Placement agrees to provide consultation to both the student intern and site supervisor, as needed, throughout the semester. S/he 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. S/he 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.

Signatures:

Student/Date
Placement/Date

Site Supervisor/Date

Dir of Recruitment and Internship

Distribution:

Participating Organization

Student

***Director of Recruitment and Internship Placement, Master of Public Administration Program,
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