

Department of Urban and Public Affairs
University of Louisville
MUP Internship/Practicum
Memorandum of Understanding

The Dept. of Urban and Public Affairs, University of Louisville, _____,
and _____ agree to the following:
Student Intern
Sponsoring Organization

1. The intern is a graduate student in the MUP program at the University of Louisville.
2. The intern will perform the services requested in a fully professional manner.
3. Interns will have a mentor at the organization in which the student interns and a faculty supervisor from the Dept. of Urban and Public Affairs.
4. The internship mentor and the intern will mutually strive to develop an effective working relationship, with the mentor providing an appropriate level of support and encouragement to the intern.
5. The internship mentor will make every effort to insure that the student participates in as many facets as possible of the work within his or her area of responsibility.
6. An intern who does a *practicum*, which is an internship at the student's regular place of work, will be required to engage in a work experience that is significantly different from his or her normal duties.
7. While every position requires some clerical tasks, these tasks should be incidental to the main duties of the internship.
8. When feasible, every attempt will be made to permit the intern to observe or participate in various levels of decision-making in which the supervisor participates.
9. The internship mentor will complete a formal evaluation at the end of the internship and return it to the internship coordinator.
10. The internship will commence on _____ and end on _____, and it will require _____ hours of work per week. The intern's mentor, department, and general responsibilities are as follows:

Mentor and Title _____

Department _____

General Responsibilities _____

Stipend/Compensation (if provided by sponsor) _____

Faculty Supervisor _____

Additional Comments _____

Signed and dated

Intern _____

Internship Mentor _____

Faculty Supervisor _____

Internship Coordinator _____

Program Director _____

For Student

I understand that the internship/practicum deliverables (1) Paper; (2) Journal (internship only); (3) Evaluation must conform to the internship/practicum handbook guidelines and be turned in electronically by the last day of classes for the semester in which I am enrolled for the Practicum/Internship credits. Initial_____