

# Work Agreement And Memorandum of Understanding

Company Name:

Company Address:

Supervisor's E-mail:

Supervisor's Direct Phone Number:

Internship Title:

Compensation Amount (if provided):

## Intern Responsibilities:

## Learning Objectives (at least 3):

## On Site Supervisor Responsibilities:

## Faculty Supervisor Responsibilities:

1. Review the internship and ensure the student's experience will be educationally beneficial.
2. Serve as a point of contact for the student and on site supervisor. Serve as a mediator for any disputes.
3. Assist student in identifying learning objectives.
4. Meet with the intern for a mid-term and final interview.
5. Review submitted materials and time sheets and assign a course grade.

## On Site Supervisor:

I understand that this internship constitutes training that is part of student education. The intern is not an employee, the training is for the student's benefit and the intern is not entitled to a job in the future or any employee benefits. I will make every effort to ensure that that the student participates in as many facets as possible of the work within his or her area of responsibility. While every position requires some clerical tasks, these tasks will be incidental to the main duties of the internship. 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.

I have reviewed and agree to the responsibilities listed above.

I been made aware of the following UofL Policies: Title IX/Clery Act & The Fair Labor Standards Act.

Printed Name & Title:

Signature:

## Student:

I understand and acknowledge that the internship is for a finite period of time (120 hours per 3 credit hours earned) and that leaving an internship at the end is considered to be a voluntary act. I will not claim otherwise or seek unemployment benefits in connection with leaving my internship. I understand that I must communicate with the Director of Graduate Studies if I wish to withdraw or resign from the internship. Students who resign from an internship without the approval of the DGS will forfeit credit for the course. I understand that UofL and the English Department assume no responsibility for housing, transportation, or any other personal needs that arise as a result of the internship. I understand that as a student I am subject to the policies, procedures and codes of conduct stated in the University's Student Handbook while on internship assignment. Violation of such policies and procedures may result in disciplinary sanctions. On the other hand, students may avail themselves of the University's Academic Grievance Process to the extent appropriate.

I have reviewed and agree to the responsibilities listed above.

I been made aware of the following UofL Policies: Title IX/Clery Act & The Fair Labor Standards Act.

Intern Printed Name:

Signature:

Faculty Supervisor:

Department Chair:

DGS: