

**MEMORANDUM OF UNDERSTANDING: UNDERGRADUATE ENGLISH INTERNSHIP**

- 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.
- The intern will have a supervisor at the organization in which the student interns and a faculty supervisor from the English department. The organization’s internship supervisor and the intern will mutually strive to develop an effective working relationship, with the supervisor providing an appropriate level of support and encouragement to the intern. The intern’s organization supervisor will make every effort to ensure that the student participates in as many facets as possible of the work within his or her area of responsibility, whether the internship is on-site or remote.
- While every position requires some clerical tasks, these tasks should 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.
- For an on-site internship, the intern’s safety must be assured. The internship site must comply with the Occupational Safety and Health Act of 1970, which was designed to “assure safe and healthful working conditions.”
- Working remotely to perform the tasks required in the internship is an acceptable accommodation to ensure safety and the continuation of required activities. If an on-site internship shifts to remote status during the semester, the intern must inform the faculty supervisor as soon as possible.

- Title IX/Clery Act Notification:

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University’s Title IX officer.

For more information, see the [Title IX Resource Guide](#).

- The Fair Labor Standards Act (FLSA): The Department of Labor has determined that an unpaid internship is acceptable for public and governmental agencies, religious, charitable, or other nonprofit organizations as long as the intern does not have any expectation of compensation.

Internships become more problematic for a for-profit employer if the intern’s work provides any immediate financial advantage to the employer. In such cases, the internship is covered under FLSA, meaning the intern should be paid minimum wage. If the internship offers a greater benefit to the intern than it does to the employer, the Department of Labor has six requirements, all of which must be met for unpaid internships. The one that is the most important is that the work must be done mainly to benefit the intern, not for the benefit of the employer. The work should also not displace regular employees or take the place of their work. For more information, please review the [U.S. Department of Labor’s Fact Sheet #71](#). The company is solely responsible for determining whether the activities of the internship qualify for non-paid exemption under federal employment guidelines.

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Student Printed Name

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Student Signature

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Date

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Onsite Supervisor Name

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Onsite Supervisor Signature

\_\_\_\_\_  
Date