

## Instructions for Completing Template Undergraduate Internship Memorandum of Agreement

The following MOA template can be used for undergraduate internships and has been created for your convenience to comply with the “Standards and Guidelines for Undergraduate Student Internships in the Department of History, Colorado State University.” Please refer to the Standards for information on credit hours and hours worked, daily log of activities, the standard Supervisor Evaluative Report, and other information.

Items highlighted in yellow are to be completed by the faculty advisor and will be different for each internship. Additional sections should be added when necessary.

An unsigned but otherwise complete (and no longer highlighted) MOA should be submitted with the Internship Application Form required for internship registration. Once the Department Chair has authorized the Internship Application the MOA must be signed by intern, faculty advisor, and internship supervisor. All parties should receive a signed copy of the final MOA.

# Memorandum of Agreement

Among:

**NAME** (intern)

**NAME, and Title** (internship supervisor)

**NAME, and Title** (faculty advisor)

During **Semester YEAR**, Colorado State University (CSU) history undergraduate student **NAME** will conduct an internship with **INSTITUTION** under the supervision of **NAME, TITLE**. The faculty advisor for this internship is **NAME, TITLE**.

## I. Purpose of the Agreement

The purpose of this MOA is to:

1. Comply with the History Department of CSU's "Standards and Guideline for Student Internships"
2. Clearly outline the roles and responsibilities of each party: intern, internship supervisor, and faculty advisor.
3. \*Add additional items here as necessary

## II. Roles and responsibilities

A. **Student Name** (hereafter referred to as intern):

1. The intern will register for **#** credit hours of HIST 487 (keeping in mind that each credit hours requires a minimum of 40 hours internship work).
2. The intern will spend approximately **#** hours per week between the dates of **MONTH, DAY, YEAR**, and **MONTH, DAY, YEAR**, completing the following work for **INSTITUTION**:
  - a. Provide here a detailed list of tasks intern will complete based on your own correspondence with internship supervisor.
  - b. See Internship Specifications document attached (if a job description or other formal contact was signed between intern and institution, attach here)
3. The intern will keep a log of her/his weekly activities and submit this log to the faculty advisor **weekly/monthly** and upon completion of the internship.
4. The intern will meet **weekly/monthly** with the faculty advisor to discuss the internship work.
5. The intern will submit to the faculty advisor a portfolio of completed work. Internship supervisors must approve portfolios before materials leave the premises of the institution where the internship occurs.
6. **Final paper, presentation, or other work:** For example, the intern might turn in and present to the faculty advisor a portfolio of the work completed during the internship as well as a 10-page analytical paper discussing the work completed during the internship, focusing on major challenges, and skills acquired.

B. **Supervisor Name, Title** (hereafter referred to as Internship Supervisor)

1. The internship supervisor will assign and oversee work conducted by the intern as described above in item II.A.2.
  2. The internship supervisor will provide short midterm and final evaluative reports of the intern's work. Supervisors can use the Evaluation Form provided by the History Department or write their own brief summary and evaluation of the work conducted by the intern.
  3. The evaluative report should be submitted to the Faculty Advisor by **Month, Day, Year**.
- C. **Name, Title, CSU** (hereafter referred to as faculty advisor)
1. The faculty advisor will meet weekly/**monthly** with the intern to discuss the internship work.
  2. The faculty advisor will collect the student's activity log each **month**.
  3. The faculty advisor will collect a portfolio at the end of the internship, which will consist of **insert appropriate description here**.
  4. The faculty advisor will collect and evaluate the final project as described above in item II.A.6

### III. **Grade Determination**

- A. A total of 100 points for this internship are possible. Grade of A = 90-100, B = 80- 89, C=70-79, D=60-69 points. The percentage of the total grade and points possible for each of the intern's responsibilities as outlined in item II.A is produced below: **(alter point distribution as desired)**
1. The intern completes the required number of internship hours, as specified above
    - a. Worth 20 % of grade (20 points). Intern must complete at least **#** hours to receive credit for this portion of the grade. If less than **#** hours are completed, intern will receive 0 points.
  2. **Weekly/monthly** meetings between faculty advisor and intern
    - a. Worth 10 % of grade (10 points).
  3. Complete activity log submitted **monthly** and at the completion of the internship.
    - a. Worth 10 % of grade (10 points).
  4. Portfolio of completed work.
    - a. Worth 30 % of grade (30 points).
  5. **Final paper, presentation, or other project as specified in item II.A.6**
    - a. Worth 20% of grade (20 points).
  6. Internship supervisor's evaluative report.
    - a. Worth 10% of grade (10 points). Based on the evaluation of work provided by the internship supervisor, the faculty advisor will assign points as follows:
      - a. 9-10 points – exceeded expectations
      - b. 7-8 points – met expectations
      - c. 5-6 points – below expectations
      - d. less than 5 points – failed to meet expectations

### IV. **Ethics and Professionalism**

- A. By signing this MOA, the intern agrees he/she has read and understands the guidelines for ethics and professionalism as outlined in “Standards and Guidelines for Undergraduate Student Internships in the Department of History, Colorado State University.”
- B. Additional Codes of Ethics appropriate to the specific work to be done by the intern can be required by the internship supervisor or faculty advisor.

**V. Duration of the Agreement**

This MOA is effective for the **Season, Year** semester. The MOA expires on **Month, Day, Year**.

**VI. Signatures of Parties**

\_\_\_\_\_  
**NAME**  
Intern \_\_\_\_\_  
Date

\_\_\_\_\_  
**NAME**  
Internship Supervisor \_\_\_\_\_  
Date

\_\_\_\_\_  
**NAME**  
Faculty Advisor \_\_\_\_\_  
Date