

Instructions for Completing Undergraduate/Graduate Internship Memorandum of Agreement Template

The following MOA template can be used for undergraduate or graduate 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 student and/or faculty advisor and will be different for each internship. Additional sections should be added when necessary.

For undergraduate internships (HIST 487) and graduate internships (HIST 587), the Internship Application Form must be completed and submitted to the Department Chair with the completed MOA. Both forms must be signed by the faculty member and the student before being submitted to the Department Chair.



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 Guidelines 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

Student Name (hereafter referred to as intern):

1. The intern will register for # credit hours of HIST 487/587 (keeping in mind that each credit hour requires a minimum of 45 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 contract 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 write a 10-page analytical paper discussing the work completed during the internship, focusing on major challenges, and skills acquired.
7. Submit materials for the Internship Gallery: Write a 250-400 word account of your internship for the History Department website. Include 3-5 high resolution photos with detailed captions. The photos do not have to include the intern, but at least one photo of the intern is preferred. (Some worksites require permission for photos, the intern must acquire permission to use photos of the workplace).

The written account must include:

- Your name
- The year the internship occurred
- Where you interned
- Your faculty advisor

The account and photos can address the following topics:

- How the internship affects your view of history
- How the internship affects your career options
- Finding or developing the internship
- Applying for the internship
- Specific experiences during the internship
- Faculty or students who helped you with the internship process
- How the internship affects your view of classes or experiences at CSU

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.**

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 **week/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.
- B. 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. Worth 10 % of grade (10 points).
 3. Complete activity log submitted weekly/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:
 - i. 9-10 points – exceeded expectations
 - ii. 7-8 points – met expectations
 - iii. 5-6 points – below expectations

- iv. 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. Information Regarding Liability Protection and Workers’ Compensation Insurance for Interns

- A. By signing this MOA, all parties agree to carefully read and sign the College of Liberal Arts Liability and Workers’ Compensation form attached to this MOA as Appendix A

VI. Information on Disabilities and the Office of Equal Opportunity

- A. It is the policy of Colorado State University to provide reasonable accommodations for employees and applicants with disabilities. If you need accommodations in a paid internship, please contact the Office of Equal Opportunity. If you need accommodations in an unpaid internship, please contact Resources for Disabled Students.

VII. Duration of the Agreement

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

VIII. Signatures of Parties

Intern (**NAME**):

Internship Supervisor (**NAME**):

Faculty Advisor (**NAME**):

Date:

Date:

Date:

Appendix A

INFORMATION REGARDING LIABILITY PROTECTION AND WORKERS' COMPENSATION INSURANCE FOR INTERNS

To the Intern and the Internship Provider/Supervisor:

It is imperative that you read and understand the following information regarding internships, both remunerated and non-remunerated, required and optional. Then sign the statement acknowledging that you have done so.

Most of the following information is taken from

<http://www.ehs.colostate.edu/WInsurance/home.aspx> and all has been approved by an Office of Risk Management representative. If you have any questions please call Risk Management front desk at 491-6745. The Office of Risk Management is housed with EHS in the General Services building, west of the CSU athletic track.

Introduction:

The protections provided against liability and the coverages for workers' compensation are both statutory under Colorado law. However, they are different laws, and there may be cases where a student intern will have one but not the other. The following applies for students registered for internship courses at Colorado State University. Regardless, protections and/or coverages provided apply only while the student is engaged in the scope of assigned duties.

Liability Protection and Insurance

Students serving in internships or practica have some insurance protections and insurance provided by the university.

Liability protection is provided through immunity under the Governmental Immunity Act. These protections are only provided for required internships at CSU and are never provided for optional internships. Student interns are protected by the University's liability while under the direct supervision and control of the university. No protection is provided if acts are willful, wanton, intentional or criminal.

Please Note: If an intern is using a personal vehicle to perform internship duties, he/she is responsible for insurance coverage and damages. Interns should check with their insurance companies to be sure their automobile insurance (and, in the case of bicycles, their personal property insurance) is up to date.

Workers' Compensation Insurance

Benefits due an injured employee are mandated by Colorado Statute (8-40-101 CRS et seq). Workers' Compensation insurance covers all University paid employees, including students paid

by CSU. This includes interns and graduate assistants performing work for which they are paid through the payroll.

Students serving in unremunerated internships at/with Colorado State University are not covered by Workers' Compensation.

Workers' Compensation insurance is provided to student interns serving in internships at/with a cooperating agency either by the cooperating agency if the student is remunerated in any way (including salary, or stipend, or room and/or board), or by the workers' compensation insurance of the University **if the student is not remunerated by the cooperating agency.**

In the Case of Injury or Illness within the Scope of Assigned Duties

- All claims for Workers' Compensation must be filed with CSU's Office of Risk Management within 5 calendar days of the occurrence of the injury or illness. Thus, it is essential that, in the case of work related injury or illness, interns immediately inform the History office staff and/or the Department chair at 970-491-6335 or via email (caitlyn.mlodzik@colostate.edu).
- Case handling for individual claims is the responsibility of the Office of Risk Management.
- All employees in the Fort Collins area injured while performing University work responsibilities must be treated medically by one of the University's Designated Medical Providers, including (among others) Occupational Health Services (OHS) at Poudre Valley Hospital and Concentra Medical Center, in order to receive full Workers' Compensation insurance for payment of medical treatment. See the EHS Web site for a complete list of Designated Medical Providers.

Please Note:

- In all cases, if any coverage is provided by the placement business or agency, the student's internship supervisor (from the agency) must provide the necessary paper work informing the intern of the specifics of this coverage.
- If a cooperating agency requests certification of protections and insurance provided to the student intern by the University, this must be requested from EHS by furnishing the required information on department letterhead (see EHS Web site for required information).
- **In all cases, it is prudent for the student to have his/her own insurance** and to contact his/her insurance agent regarding the specific types of coverage (including Professional Liability). Those individuals not covered for workers' compensation are encouraged to provide personal medical insurance coverage for injuries.

Check-List for Liability Protection and Workers' Compensation
Please Check Those That Apply to Your Internship

Personal Health Coverage/Insurance

___ Student serving internship has own insurance coverage (see above)

Liability Protection

___ Only required internships at CSU, directly supervised and under the direct control of a CSU employee, are provided with Liability Protection (see website).

Workers' Compensation

___ Student serving internship at/with CSU, Unremunerated—Is not covered by CSU's Workers' Compensation Insurance

___ Student serving internship at/with CSU, Remunerated—Is covered by CSU's Workers' Compensation Insurance

___ Student serving internship with cooperative (non-CSU) agency, Unremunerated—Is covered by CSU Workers' Compensation Insurance

___ Student serving internship with cooperative (non-CSU) agency, Remunerated—Is not covered by CSU; is covered by cooperative agency

I hereby acknowledge having read and understood the above information/warning.

Intern (NAME):

Date:

Internship Supervisor* (NAME):

Date:

*Cooperating Agency or CSU [if the internship is supervised by a member of the CSU faculty or staff]