

## Career Development Center

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# Internship Memorandum of Understanding

### I. Responsibilities

To help insure the interests and promote the benefits of an internship arrangement for all parties involved, Southern New Hampshire University (SNHU) has developed the **Internship Memorandum of Understanding** to describe the mutual responsibilities between SNHU and your organization: \_\_\_\_\_ (i.e. the internship site). The purpose of this document is to describe and define expectations and responsibilities of both parties regarding an internship to be performed at the site by a currently enrolled SNHU student.

#### A. Responsibilities of Southern New Hampshire University

1. Encourage the student's productive contribution to the overall mission of the site.
2. Certify the student's academic eligibility to participate in an internship assignment.
3. Establish guidelines and standards for the conduct of its internship program, and make these guidelines and standards available to the Site Supervisor.
4. Designate a faculty or professional staff member to serve as the instructor to the student with responsibilities to assist in setting learning objectives, confer with the Site Supervisor, monitor progress of the internship assignment, and evaluate the academic performance of the student.
5. Maintain communication with the Site Supervisor and clarify university policies and procedures.
6. Maintain the confidentiality of any information designated by the Site Supervisor as confidential.
7. Provide general liability insurance, and such professional liability insurance as may be reasonably required, for each participating student, staff and faculty.
8. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between SNHU and Site Supervisor.

#### B. Responsibilities of the Site Supervisor

1. Encourage and support the learning aspect of the student's internship assignment.
2. Designate an employee to serve as the Site Supervisor for the student with responsibilities to help orient the student to the site and its culture, assist in the development of learning objectives, confer regularly with the student and his/her Internship Instructor or staff representative, and monitor progress of the student.
3. Provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging.
4. Make available equipment, supplies, and space necessary for the student to perform his/her duties.
5. Provide a safe working environment; obtain pre-approval from NHDOL (<http://www.labor.state.nh.us/school to work check.asp>).
6. Will not displace regular workers with students secured through internship referral.
7. Notify SNHU personnel of any changes in the student's work status, schedule or performance.
8. Allow a faculty or staff representative to visit the site to confer with the student and his/her Site Supervisor.
9. Communicate site policies and standards to SNHU personnel.
10. Maintain general liability, professional liability and worker's compensation insurance as required by law.

### II. Terms of Internship Arrangement.

An internship arranged for each student will be a period agreed upon by the site and SNHU. Should the Site Supervisor become dissatisfied with the performance of a student, he/she may request termination of the internship arrangement. This should occur only after SNHU personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, SNHU may request termination of the arrangement for any student not complying with university guidelines and procedures for the internship program, or if the site does not uphold the responsibilities mentioned above, as long as site personnel have been notified in advance and satisfactory resolution cannot be obtained.

### III. Duration of Agreement.

This memorandum of understanding shall continue in effect from \_\_\_\_\_ to \_\_\_\_\_. Any questions regarding the internship program, its procedures or this memorandum should be referred to:

Site representative \_\_\_\_\_ Date: \_\_\_\_\_

SNHU representative \_\_\_\_\_ Date: \_\_\_\_\_