Department of Urban and Public Affairs
University of Louisville
MPA Internship
Memorandum of Understanding

University of Louisville MPA student _____,
Student Intern
and _____ agree to the following:
Sponsoring Organization

1. The intern is a graduate student in the MPA program at the University of Louisville.
2. The intern will perform the services requested in a fully professional manner.
3. Interns will have a mentor at the organization in which the student interns and a faculty supervisor from the Department of Urban and Public Affairs.
4. The internship mentor and the intern will mutually strive to develop an effective working relationship, with the mentor providing an appropriate level of support and encouragement to the intern.
5. The internship mentor will make every effort to insure that the student participates in as many facets as possible of the work within his or her area of responsibility.
6. An intern who does a *practicum*, which is an internship at the student's regular place of work, will be required to engage in a work experience that is significantly different from his or her normal duties.
7. While every position requires some clerical tasks, these tasks should be incidental to the main duties of the internship.
8. 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.
9. The internship mentor will complete a formal evaluation at the end of the internship and return it to the internship coordinator.
10. The internship will commence on _____ and end on_____, and it will require approximately_____ hours of work per week. The intern's mentor, department, and general responsibilities are as follows:

Mentor and Title _____

Department _____

General Responsibilities _____

_____

_____

_____

_____

_____

_____

_____

Stipend/Compensation (if provided by sponsor) _____

Faculty Supervisor _____

Additional Comments _____

_____

Signed and dated:

Intern _____

Internship Mentor _____

Faculty Supervisor _____

Program Director _____