**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**RUTGERS, THE STATE UNIVERSITY, CAMDEN CAMPUS   
AND**

**(Agency)**

**This memorandum establishes an understanding between the three parties concerning obligations to be met in the furtherance of the mutual goal of facilitating the education of students in the Department of Public Policy and Administration at the Rutgers Camden Campus.**

The Public Administration Program Agrees to:

1. Assign the Intern Coordinator to work directly with the designated agency sponsor to further the student’s learning experience and in resolving which may arise.
2. Accept responsibility for final determination of the student’s grade for the internship course.
3. Perform an annual evaluation of the internship course.

The Agency Agrees to:

1. Assign as a sponsor, a specific member of staff to direct and coordinate the student’s internship, to complete evaluation forms of the student’s internship performance, and to give the student a grade based on their performance. With consultation with the Internship Coordinator, this grade shall represent **40%** of the student’s overall course grade.
2. To establish a clear and measurable criterion for evaluating and grading the student’s performance, within the realm of the agreed upon job description, and to be cognizant of the percentage of the overall grade determined by the placement performance.
3. Provide facilities, supplies, space and clerical support, within its capabilities, which may be necessary to the student’s effective performance of his/her learning task.
4. Monitor fulfillment of the student’s time and work requirement by endorsement of weekly or biweekly time records, completed by the student and initialed by the supervisor.
5. Request the Public Administration Coordinator to withdraw a student from the internship program when personal conduct or educational progress of the student, in the opinion of the agency, is such that no further time and effort should be expended by such student. The agency agrees not to terminate such student’s internship without just cause nor prior notice to the Intern Coordinator. It should be in the Public Administration Coordinator’s
6. obligation to notify the student when said student is being withdrawn from the Internship Program.

The Student Agrees to:

1. Perform to his/her best ability, the specific work task listed in the agreed upon job description.
2. Report to the internship agency on conformance with an agreed upon work schedule, (to be mutually agreed upon by both the student and internship supervisor), and work a minimum of **8** hours per week, but no more than **15** hours weekly for the fall and/or spring semesters.
3. To keep records (a log) of all time spent in performance of the internship, specifying the location, (i.e., in office, outside office), date, and times. This record is in addition to any kept by the placement supervisor, neither of which may substitute for the other.

This internship will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and terminate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Any party wishing to discontinue the internship shall notify the other in writing no later than the middle of the semester.

Any section of this agreement may be revised and the new agreement will take effect upon the signing of the revised document by the parties concerned.

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**Agency** **Date**

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**Internship Placement Coordinator** **Date**

**Student Date**

Attachments:

Position Description

Agency Supervisor’s Contact Information

Agreed upon Intern Work Schedule