



AUBURN UNIVERSITY
College of Forestry, Wildlife and Environment

Parks and Recreation Management
PARK 4920 – Internship
Internship Memorandum of Understanding

EXPECTATIONS: The student (who appears below) should expect the following as an intern with our agency. The Host Agency Internship Representative should initial all that apply:

1. () the student will have the opportunity to discuss each of the bi-weekly reports (p. 12 of the Internship Manual) and the Agency Administrator interview (p. 14) with the appropriate staff member.
2. () the student will be given a special project (p. 13 of the Internship Manual) that is challenging, meets University criteria, and for which they are primarily responsible.
3. () the student will receive an orientation to agency policies and procedures.
4. () the student will be periodically assigned to various subunits within the agency, even though they may have a primary task (job description) to complete; in order that the student be exposed to the full breadth of agency operations.
5. () the student will be evaluated mid-way and at the completion of their internship (p. 18-19 of the Internship Manual) and their project will be evaluated upon completion (p. 19) by their supervisor.
6. () the student will be covered during their tenure with the agency, by the agency's workman's compensation and liability insurance policies.

The student will be paid \$_____ per _____ (for _____ internship hours)

Optional: The student will be paid \$_____ per _____ for hours worked as a _____
(seasonal/describe) with this agency that may occur simultaneously with the internship.

The student is expected to work for this agency from: [Month, Day, Year] to [Month, Day, Year]

Name of host agency: _____

Address: _____

Phone Number: _____ Director Email: _____

Signature of agency/unit director: _____ Date: _____

Name of student's supervisor (print): _____ Email: _____

Signature of student's supervisor: _____ Date: _____

Name of student (print): _____

Internship Memorandum of Understanding (continued)

I, (signature of student) _____ on [Include Date] agree to the conditions described above for my internship at this host site. I further agree to comply with other applicable Agency and University policies during the experience.

Having witnessed that both parties are in agreement to the conditions stated above and further believing that the experience offered is appropriate for AU credit, I, AU Intern Coordinator _____ approve this internship for the _____ semester.