

**COLLEGE / AGENCY MEMO OF UNDERSTANDING  
MESSIAH COLLEGE - INTERNSHIP PROGRAM**

**AAA Company**

**I. Purpose.** The Messiah College Internship Program provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation by sponsoring / employing students exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with you in this work.

**II. Responsibilities.** To help insure the interests and promote the benefits of an internship arrangement for all parties involved, Messiah College has developed this memorandum of understanding to describe the mutual responsibilities between the College and your organization, hereafter named as "agency".

**Responsibilities of the College**

1. Encourage the student's productive contribution to the overall mission of the agency;
2. Certify the student's academic eligibility to participate in an internship assignment;
3. Establish guidelines and standards for the conduct of its program and to make these available to the agency;
4. Designate a campus-based advisor to assist the student in setting learning objectives, to confer with agency personnel, to monitor the student's progress, and to evaluate the academic performance of the student;
5. Maintain communication with the agency and to clarify Messiah College policies and procedures;
6. Maintain the confidentiality of any information obtained about the agency;
7. Provide public liability insurance, and such professional liability insurance as may be reasonably required, for each participating student and campus advisor;
8. Inform students prior to the internship that the student is not entitled to unemployment compensation benefits upon completion of the internship experience;
9. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between Messiah College and the agency.

**Responsibilities of the Agency**

1. Encourage and support the learning aspect of the student's internship assignment;
2. Designate an employee to serve as student advisor with responsibilities to help orient the student to the agency and its culture, to assist in the development of learning objectives, to confer regularly with the student and his/her campus-based advisor, and to 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 safe working facilities, and facilities free from all forms of harassment;
6. Will not displace regular workers with students secured through internship referral;
7. Notify College personnel of any changes in the student's work status, schedule or performance;
8. Allow campus-based advisor to conduct at least one visit to the work site to confer with the student and his/her supervisor;
9. Provide two written appraisals of the student's performance (provided by the Internship Center midway and at the end of the internship);
10. Communicate agency policies and standards to College personnel;
11. Assume liability for work-related injuries sustained by the intern, insofar as the agency may determine the same to be required by law in that state.

**III. Terms of Internship Agreement.** An internship arrangement for each student will be one academic semester, summer session, or a period agreed upon by the agency and Messiah College. In the event the agency is dissatisfied with the performance of a student, termination of the internship arrangement may be requested by the agency, but only after College personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the College may request termination of the internship arrangement for any student not complying with college guidelines and procedures for the internship program, as long as agency personnel have been notified in advance, and satisfactory resolution cannot be obtained.

**IV. Duration of Agreement.** This memorandum of understanding shall continue in effect during the academic year within which the internship start date occurs.

Any questions regarding the internship program, its procedures, or this memorandum should be referred to: Director, Internship Center, Messiah College, Grantham, PA 17027, 717-796-5099.

Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_

College Representative: \_\_\_\_\_ Date: \_\_\_\_\_