

**MEMORANDUM OF UNDERSTANDING**

**INTERNSHIP AGREEMENT OF RESPONSIBILITES**

## Introduction

This agreement establishes a basis for mutual understanding between the (Agency, Department or Division Name), andintern, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in the implementation of the internship concept as joint partners in this relationship. The intern agrees that he/she is not an employee of the State of Maryland, but shall perform services as agreed by the parties hereto.

## Objective of Internships

This internship is designed to strengthen a intern’s job skills by integrating education with closely related practical work experiences.

**Responsibilities of Intern:**

As the intern enters the company, he or she is expected to assume, as much as possible, the role of a regular staff member. The responsibilities include:

1. Adhering to company work hours, policies, procedures and rules governing professional staff behavior.
2. Adhering to company policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for his or her actions and activities.
4. Maintaining professional relationships with company employees, customers and so forth.
5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
6. Relating and applying knowledge acquired in the academic setting to the company setting.
7. Developing a self-awareness in regard to attitudes, values, behavior patterns and so forth that influence work.
8. Preparing for and utilizing conferences and other opportunities of learning afforded in the company.
9. Being consistent and punctual in the submission of all work assignments to the supervisor and faculty coordinator.
10. Notify your supervisor in advance, if you are unable to attend work or need to adjust your schedule.
11. Record, review and sign weekly time logs and submit to agency supervisor and faculty advisor.

**Responsibilities of Agency/Department:**

It is the responsibility of the employer to provide direct on-the-job supervision of the intern that includes the following:

1. Orienting the intern to the company’s structure and operation.
2. Orienting the intern to the company’s policies and procedures regarding appropriate dress, office hours and applicable leave policies.
3. Introducing the intern to the appropriate professional and clerical staff.
4. Providing the intern with adequate resources necessary to accomplish job objectives.
5. Orienting the intern to the policies and procedures of the personnel department.
6. Affording the student intern the opportunity to identify with the supervisor as a professional staff person by jointly participating in office interviews, meetings, conferences, projects and other personnel and management functions.
7. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern’s role in the company.
8. Providing regularly scheduled supervisory conferences with the intern.
9. Submitting an evaluation on the intern’s job performance.
10. Submitting a job description for the intern by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Date**

**ACCPETED AND AGREED:**

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**Agency Intern’s Name (Printed)**

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**Representative Name (Printed) Intern’s Signature**

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**Signature Date**

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**Date Phone Number**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number**