

LOCK HAVEN UNIVERSITY OF PA  
INTERNSHIP MEMORANDUM OF AGREEMENT

DATE: \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_ STUDENT ID# \_\_\_\_\_

SEMESTER AND YEAR OF INTERNSHIP \_\_\_\_\_ DURATION \_\_\_\_\_  
(Start and End Dates)

LOCATION OF INTERNSHIP \_\_\_\_\_  
(Please include Name of Company, address, state and zip code)

ON SITE SUPERVISOR \_\_\_\_\_ DATE(S) FACULTY SUPERVISOR \_\_\_\_\_  
& CONTACT INFO: \_\_\_\_\_ WILL VISIT SITE \_\_\_\_\_

IT IS AGREED THAT ACADEMIC CREDIT WILL BE AUTHORIZED UPON SATISFACTORY COMPLETION OF THE INTERNSHIP AS FOLLOWS. STANDARD TUITION AND FEES WILL BE CHARGED FOR THE CREDITS LISTED BELOW AND MUST BE PAID BY THE SEMESTER BILL DUE DATE.

COURSE NO.	TITLE	CREDITS	GRADE (letter, credit/no credit) See #8 of the instructions
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL CREDITS		_____	_____

LEARNING OBJECTIVES (PURPOSE): \_\_\_\_\_

STATEMENT OF EXPECTED DUTIES AND EXPERIENCES: \_\_\_\_\_

EVALUATION FOR PURPOSES OF GRADING WILL BE BASED UPON, BUT NOT BE LIMITED TO, THE FOLLOWING CRITERIA: \_\_\_\_\_

REQUIRED SIGNATURES: Intern \_\_\_\_\_  
Obtain signatures in the order Advisor \_\_\_\_\_  
listed. Supervising Faculty Member \_\_\_\_\_  
Department Chairperson \_\_\_\_\_  
Academic Dean \_\_\_\_\_  
Vice President for Academic Affairs \_\_\_\_\_

cc: Intern \_\_\_\_\_ (SEE GUIDELINES ON REVERSE SIDE)  
Advisor \_\_\_\_\_  
Supervising Faculty Member \_\_\_\_\_  
Department Chairperson \_\_\_\_\_  
Academic Affairs Office \_\_\_\_\_  
Academic Dean \_\_\_\_\_  
Secretary to Vice President for Academic Affairs \_\_\_\_\_

A TWO-PAGE FINAL WRITTEN ABSTRACT OF THE INTERNSHIP EXPERIENCE MUST BE SUBMITTED TO EACH OF THE SIGNATORIES OF THE MEMORANDUM OF AGREEMENT AND TO THE UNIVERSITY LIBRARY.

## INTERNSHIP PROGRAM GUIDELINES

- Definition:** For purposes of these guidelines an internship shall be defined as any off-campus program for which college credit is awarded which serves as a vehicle for providing adjunct practical experience related to on-going professional development at Lock Haven University. This excludes established university courses.
- Guidelines:**
1. Students may apply for a total of 15 semester hours credit for internship experience. This credit may be taken in one semester or more than one semester, however, the total amount of internship credit may not exceed 15 semester hours. Standard tuition and fees will be charged for the credits listed on page 1 and must be paid by the semester bill due date.
  2. Applicants for internship programs must have at least 60 semester hours credit before becoming eligible for such programs. Additional credit hour requirements may be imposed by individual departments sponsoring a given internship.
  3. The nature and focus of the internship experience may be identified either by the student or the sponsoring department.
  4. The faculty supervisor, in conjunction with the on-site supervisor, must develop and write a detailed pre-internship description of the internship responsibilities before the internship commences. This description is to be attached to the internship memorandum of agreement so that it can be reviewed by the signatories.
  5. Long-term, continuing internship programs similar to those now established as the Harrisburg and Washington internship programs may be developed by individual departments, subject to concurrence of the dean of the college and the academic vice president.
  6. Qualified supervision must be provided on-site by the host agency.
  7. The host agency must provide written evaluation of the intern's work.
  8. No more than 9 credits of internship can be counted towards the student's major. Internship credits beyond 9, not to exceed 15 total credits, will be applied to the student's general education requirements. Internship credits beyond 9 can only be taken on a pass/fail basis. Departments can decide to allow less than 9 credits of internship to count towards the major, but it cannot decide to allow more than 9.
  9. Students participating in a part-time internship (one for less than 15 semester hours credit) may be simultaneously enrolled in additional courses at Lock Haven University or elsewhere. The total semester hour credit for that term shall not exceed 18.
  10. Students applying for internship credit should have a minimum Q.P.A. of 2.5 in their major, and must have a minimum Q.P.A. of 2.5 overall.
  11. A Memorandum of Agreement between the intern, sponsoring department and the university must be signed before the beginning of the internship and no later than 10 days into the semester in which the internship is to be performed.
  12. Students are to write an abstract of the internship paper not to exceed 2 pages. This abstract, not the complete internship paper, will be distributed to the signatories (except the Vice President of Academic Affairs) and to the library. The faculty supervisor should retain a copy of the complete internship paper.
  13. Each Memorandum of Agreement must be signed by the intern, the student's academic advisor, the supervising faculty member, the department chairperson, the Vice President for Academic Affairs, and the Academic Dean. (Signatures must be obtained in the order listed.)
  14. Each Memorandum of Agreement must include the following information:
    - A. A statement of purpose as well as a brief description of the learning experience.
    - B. A detailed pre-internship description of the internship responsibilities developed in conjunction with the faculty supervisor and on-site supervisor.
    - C. An indication of the number of internship credits to be awarded upon satisfactory completion of the internship.
    - D. Date(s) faculty supervisor will visit site.
    - E. A detailed statement of evaluation criteria that may be applied at the completion of the internship.
  15. The faculty sponsor of the internship is required to consult with the on-site supervisor by phone and/or through a visit about the intern's progress. A minimum of two phone calls or one visit to the site is defined as appropriate consultation.
  16. Each department is required to send a written evaluation of its internships to the Dean on an annual basis. The evaluation is to be developed through each department's annual review of internships and should include a list of all students who did internships that year, their internship sites, and their faculty sponsors. Additionally, the overall academic and/or professional value of each internship experience is to be reviewed.
  17. The Evaluation Subcommittee of the Curriculum Committee shall make an evaluation of the internship process at Lock Haven University every three years and report their findings and recommendations to the Curriculum Committee.
  18. Registration must be completed prior to undertaking an internship.