

**State University of New York
College of Environmental Science and Forestry
Syracuse, NY 13210**

MEMORANDUM OF UNDERSTANDING

INTERNSHIP AND COOPERATIVE PROGRAMS

Student internships and cooperative educational programs (“co-ops”) encompass a broad spectrum of experiential education that includes the following elements:

- academic or career-related work experience that can be paid or non-paid, part-time or full-time and coincide with the Fall, Spring or Summer academic terms
- supervised professional or practical and intellectual components
- a specific number of contact hours per unit of academic credit (typically, 40 hours of full-time work for 1 unit of credit).
- a description of the intern's specific duties
- a method for supervising and evaluating the intern.

To help ensure the interests and promote the benefits of an internship or cooperative program for all parties involved, SUNY-ESF has developed this memorandum of understanding to describe the mutual responsibilities of the College, the student intern, and your organization: _____, hereafter named as Site Sponsor. This agreement must be reviewed and modified as necessary prior to the implementation of the work-integrated learning experience.

- I. **Purpose** The College Internship or Cooperative Program provides an educational experience in which students complement their academic studies 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.

- II. **A. Responsibilities of the College**
 1. Certify the student's academic eligibility to participate in an internship assignment;
 2. Establish guidelines and standards for the conduct of its co-op/internship program and make these guidelines and standards available to the Site Sponsor;
 3. Designate a faculty member to serve as advisor to the student with responsibilities to assist in setting learning objectives, to confer with Site Sponsor personnel, to monitor the progress of the internship assignment, and to evaluate the academic performance of the student;
 4. Maintain communication with the Site Sponsor and clarify College policies and procedures;
 5. Maintain the confidentiality of any information designated by the Site Sponsor as proprietary;
 6. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the College and the Site Sponsor.

7. Encourage the student's productive contribution to the overall mission of the Site Sponsor;

B. Responsibilities of the Site Sponsor

1. Encourage and support the learning aspects of the student's internship or co-op assignment;
2. Designate a professional employee to serve as internship/co-op coordinator with responsibilities to help orient the student to the site and its culture, to assist in the development of learning objectives, to confer regularly with the student and his/her faculty representative, and to monitor progress of the student;
3. Provide adequate supervision for the student and 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 a safe working environment;
6. Not to displace regular workers with students secured through internship/co-op referral;
7. Notify College personnel of any changes in the student's work status, schedule, or performance;
8. Allow a faculty representative to visit the work site to confer with the student and his/her supervisor;
9. Communicate Site Sponsor policies and standards to College personnel;
10. If the intern is employed, maintain general liability, professional liability and worker's compensation insurance for the intern as required by law.
11. If intern is to be paid, set a level of compensation commensurate with experience and responsibilities of the intern and provide for timely payment consistent with normal payroll processes of the sponsor.

C. Responsibilities of the Student

1. Assume responsibility for initiating and maintaining contact with the faculty sponsor during the course of the internship to ensure that all academic and reporting requirements of the internship are met.
2. Understand that the internship is a multi-faceted educational experience, not simply a job.
3. Complete a 2-3 page report about the experience that can help guide others in their pursuit of a meaningful internship.
4. Conduct oneself in a professional manner that reflects positively on both ESF and the Site Sponsor.

Complete the following list of duties for the intern whose name and contact information follows:

1)

2)

3)

4)

5)

III. Terms of the Internship or Co-op Arrangement

A co-op/internship arrangement for each student will be for a period agreed upon by the Site Sponsor and the College. Should the Site Sponsor become dissatisfied with the performance of a student, the Site Sponsor may request termination of the arrangement. This should occur only after College personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the College may request termination of the arrangement for any student not complying with College guidelines and procedures for the co-op/ internship program, or if the Site Sponsor does not uphold the responsibilities mentioned above, as long as Site Sponsor personnel have been notified in advance and satisfactory resolution cannot be obtained.

IV. **Academic Credit** Upon successful completion of an internship or co-op course at SUNY-ESF, a student participant may receive academic credit based on the following equivalent basis: 1 credit hour earned for 40 hours of full-time internship/co-op work.

V. **Duration of Agreement** This memorandum of understanding shall continue in effect from _____ to _____ .

VI. **Name and contact information of student intern/co-op participant:**

Any questions regarding the co-op/internship program or this memorandum should be directed to: Dr. Dudley J. Raynal, Dean of Instruction and Graduate Studies • 227 Bray Hall • Syracuse, NY 13210 • (315) 470-6599 • esfgrad@esf.edu

Site sponsor representative: _____ Date: _____

College representative: _____ Date: _____

Student intern/co-op participant: _____ Date: _____