

# APPENDIX A.2

## INTERNSHIP MEMORANDUM OF AGREEMENT

The memorandum of agreement is not a formal contract; rather it is a communication device to insure that all parties understand what is expected of them.

The parties to this agreement, entered into on the \_\_\_day of \_\_\_\_\_, are identified as follows:

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

**MAJOR PROFESSOR:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

**HOST SUPERVISOR:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
email \_\_\_\_\_

**ACADEMIC INTERNSHIP SUPERVISOR:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
email \_\_\_\_\_

**STUDENT:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
email \_\_\_\_\_



**7. Final Product(s) (reports, presentations, videos etc.) expected and due date(s):**

BIWEEKLIES:

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INTERNSHIP DRAFT:

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**8. The Host Supervisor:**

A. Will be responsible for the student's employment, separation, fixing of hours of work, and other similar items associated with an employer-employee relationship.

B. Shall provide:

- (1) Technical direction and supervision.
- (2) Office space, supplies, equipment, and other working tools and facilities necessary for the performance of the student's assignments, if not otherwise provided.
- (3) Transportation of student from Host headquarters to work stations in the field.

C. Will report to the Sponsor, as required, the time and the work accomplishments of the students.

Report Schedule:

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D. Will provide the student access to documents, meetings, field trips, etc., from which the student may articulate the broader organizational context.

E. Will not make a cash contribution to the Sponsor.

**9. The Student shall meet the Host Supervisor's standards as to qualifications to utilize facilities and operate its equipment. Host Supervisor shall be the sole judge of the qualifications of the Student in this respect.**

**10. The Sponsor, on request of the Host Supervisor, will reassign or terminate the assignment of student provided by the Sponsor.**

**11. The Major Professor and/or Academic Internship Supervisor will:**

A. Approve the internship and oversee the student's progress.

B. Visit student intern on site (if location allows).

**12. This Agreement may be amended by mutual agreement of the parties hereto.**

**13. ESF - an Environmental Studies Internship policy and requirements statement is included in this agreement by reference and is attached hereto.**

**14. Additional points:**

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GRADUATE STUDIES COORDINATOR SUNY-ESF	DATE
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NAME AND TITLE HOST SUPERVISOR	DATE
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ACADEMIC INTERNSHIP SUPERVISOR	DATE
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MAJOR PROFESSOR	DATE
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STEERING COMMITTEE MEMBER	DATE
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STEERING COMMITTEE MEMBER	DATE
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STUDENT	DATE
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