



# Intern Academic Credit Agreement

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## To the Student:

Please have the following parties complete their designated highlighted areas:

Student: Supervising Professor: MDAH:

Signatures of all parties (Department Chair, Supervising Professor, Student, and MDAH staff):

**MDAH Internships:** MDAH offers non-stipend (unpaid) internships for college/university students (18+) who seek academic credit only. Interns follow criteria set forth in the Fair Labor Standards Act test for unpaid interns (attached herewith). MDAH internships are learning experiences that allow students the opportunity to be mentored by staff and provide practical experience in a professional setting. Some portions of this agreement may be subject to change (e.g. change of direct service hours required in case of illness or other unexpected circumstances, changes will be made with the approval of the supervising professor and MDAH).

**Student:** Please read, complete, and sign at the end of the form, assuring that all sections are completed, signed, and returned to the MDAH Director of Volunteer Services and Internships.

Name: \_\_\_\_\_

Permanent mailing address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Classification (check one): \_\_\_ undergraduate \_\_\_ graduate \_\_\_ doctoral

If you are an undergraduate, what is your status (check one): \_\_\_ Sophomore \_\_\_ Junior \_\_\_ Senior

Major/Minor/Area of concentration: \_\_\_\_\_

Sponsoring college/university: \_\_\_\_\_

Department granting academic credit: \_\_\_\_\_

Department chair (Name, email, and phone number): \_\_\_\_\_

Supervising Professor (If different than the Department Chair—name, email, and phone number):

**Supervising Professor Academic Credit Information:** Semester and Year: \_\_\_\_\_

This course will count toward: \_\_\_ major \_\_\_ minor \_\_\_ open electives

Name of course as listed with the sponsoring college/university registrar: \_\_\_\_\_

Credit hours: \_\_\_\_\_ Direct service hours required: \_\_\_\_\_ Start/end dates: \_\_\_\_\_

**MDAH Internship Supervisor Information:**

Name, email, and phone number:

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Division: \_\_\_\_\_ Section/Site: \_\_\_\_\_

Work site location for intern: \_\_\_\_\_

### Responsibilities of All Parties

**Student:** I, \_\_\_\_\_ (please print), agree to serve as a non-stipend (unpaid) intern and commit to the following:

- ◆ To perform intern tasks that are assigned by my MDAH intern supervisor to the best of my ability. These tasks will be related to my learning objectives and to the responsibilities of my internship.
- ◆ To accept supervision, abide by MDAH policies and procedures, participate in record-keeping requirements, and respect confidentiality rules governing my internship.
- ◆ To meet time requirements—always providing adequate notice when unable to make an assignment.
- ◆ To seek help in a timely manner when problems arise that need staff assistance.
- ◆ To notify my MDAH intern supervisor or the MDAH Director of Volunteer Services and Internships, as well as my sponsoring professor, of any changes that I need to make to this agreement or any problems that may develop during my internship.
- ◆ To attend MDAH-supplied training that staff deems necessary.
- ◆ To act at all times as a conscientious member of the team, providing my full attention to my internship and to my MDAH intern supervisor.
- ◆ To be responsible for my transportation to and from the internship work site. MDAH interns will not be responsible for using their personal vehicle for intern-related tasks and will not be reimbursed for travel costs to and from the MDAH work site.
- ◆ To complete an MDAH exit survey at the conclusion of the internship to be submitted to the MDAH supervisor and the sponsoring professor.

**Sponsoring Professor:** The sponsoring professor will ensure the following:

- ◆ To help formulate the learning objectives for the internship and specify the number of hours expected (e.g. 120 hours served for three hours of academic credit).
- ◆ To submit the required paperwork to the college/university registrar prior to the start date of the internship and ensure that all steps are taken for the student to receive academic credit.

## Intern Academic Credit Agreement

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- ◆ To act at all times as a conscientious member of the team, providing guidance, support, and feedback to the student and to the MDAH Intern Supervisor. Additionally the sponsoring professor will ensure that the exit interview is completed by the intern and submitted to MDAH, in an effort to provide the best learning experience for the intern and MDAH staff.

**MDAH Intern Supervisor:** The MDAH Intern Supervisor commits to the following:

- ◆ To provide a Learning Plan to be used by the Faculty Sponsor and the student intern. Although it is preferable for the Learning Plan to be approved before the start date of the internship, it will be provided to the Faculty Sponsor no later than two weeks after the start of the internship.
- ◆ To serve as a mentor to the intern which will include: outlining the responsibilities and parameters of the internship with the student; working with the intern to develop goals and learning objectives that are consistent with the goals set by the sponsoring professor; providing ongoing supervision and feedback to the student intern about his/her performance; be available to the sponsoring professor as needed for the benefit of the intern (performance, site visits, any problems related to the intern, and/or changes pertaining to the internship).
- ◆ To provide a written evaluation of the student's internship performance and sign any required paperwork provided by the sponsoring professor.
- ◆ To ensure that the intern will not be asked to fulfill an assignment that is inappropriate, unsafe, or unacceptable.

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### Signatures of All Parties

Students are required to obtain all signatures, with the exception of the MDAH Intern Supervisor, below. Please return this entire (completed) document to the MDAH Director of Volunteer Services and Internships either by email, fax, U. S. Mail, or in person.

**Department Chair:** \_\_\_\_\_ Date: \_\_\_\_\_

**Sponsoring Professor:** \_\_\_\_\_ Date: \_\_\_\_\_

**Student Intern:** \_\_\_\_\_ Date: \_\_\_\_\_

**MDAH Intern Supervisor:** \_\_\_\_\_ Date: \_\_\_\_\_

**Please return to:** Elizabeth Coleman, CVA, Director of Volunteer Services and Internships  
 ecoleman@mdah.ms.gov \* facsimile: 601-576-6917 \* P. O. Box 571 Jackson, MS 39205 \* 601-576-6985