



## **INTERN MEMORANDUM OF UNDERSTANDING**

**Duties:** MCU interns are placed, according to their interests, to work with faculty and staff members across the University's colleges, centers, and internal directorates. Generally, interns are expected to work unpaid, but some paid intern positions are available. Please consult individual components for specific duties, which may include the following:

- Research support as requested by faculty members to assist with publications, course materials, research, and outreach;
- Research, writing, and editorial support for online, print, and social media publications and channels;
- Assisting staff and faculty in support of specific University or college programs;
- Administrative duties as assigned, including University-wide event support.

**An internship at MCU offers numerous opportunities, including the following:**

- Participation in conferences, workshops, and other programs at the Marine Corps University featuring senior researchers and military officers;
- Access to the Library of the Marine Corps and research resources;
- On-the-job experience and professional development opportunities;
- Experience assisting in conducting research and individual projects.

### **Acknowledgements and Agreements**

- The Intern acknowledges reading and understanding the Marine Corps University Internship Regulations and Policies and will be responsible to adhere to all said Regulations and Policies.
- Marine Corps University reserves the right to remove an intern at its sole discretion.
- The Intern Applicant assumes responsibility for the internship commitment and agrees to perform in a professional manner.
- The Intern Applicant agrees to assume responsibility for any loss, damage, or injury that may result from participation in the internship, and the Intern Applicant will not hold Marine Corps University or its employees responsible for damages that may occur during the course of the internship at Marine Corps University.
- Interns are encouraged to obtain insurance coverage for personal liability.
- The signatures of the Intern and Faculty/Staff Sponsor indicate approval of the Internship with Marine Corps University as a valid learning experience.
- Related paperwork must be completed within ten days of the beginning of the Internship.
- Internships at Marine Corps University are pending final approval by Faculty/Staff Sponsor as well as Marine Corps approving authorities.
- Applicants must be U.S. citizens, 18 years of age on or before the first day of the internship, and meet at least one of the following criteria:

- a. MCU interns are typically enrolled in a degree-seeking program at time of application (graduating students may apply).
  - b. Interns at MCU often are majoring or minoring in international relations, political science, economics, or other fields related to MCU's national security mission, and have completed some coursework in these areas.
  - c. Some interns may be majoring in finance, communications, marketing, media, business management, public affairs, library science, engineering, and exercise science or other relevant fields.
  - d. Please consult individual components for specific qualifications.
- Interns receiving college credit will provide a grading assessment tool specifying learning outcomes (rubrics, etc.). The grading assessment tool is to be provided by the sponsoring university and is a required component of the application packet before final acceptance.
  - **MCU interns may be paid or unpaid, depending upon funding availability.**

**Student Intern**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Faculty/Staff Supervisor**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**In case of emergency, contact:**

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_