

INTERN MEMORANDUM OF UNDERSTANDING

1. Duties. Marine Corps University (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. Please consult individual components for specific duties, which may include the following:

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

2. Opportunities. An internship at MCU offers numerous opportunities, including the following:

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

3. Acknowledgements and Agreements

- a. The Intern acknowledges reading and understanding the MCU Internship Regulations and Policies and will be responsible for adhering to all said regulations and policies.
- b. Marine Corps University reserves the right to remove an intern at its sole discretion.
- c. The Intern Applicant assumes responsibility for the internship commitment and agrees to perform in a professional manner.
- d. 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 internship at MCU.
- e. Interns are encouraged to obtain insurance coverage for personal liability.
- f. The signatures of the intern and faculty/staff sponsor indicate approval of the internship with MCU as a valid learning experience.

- g. Related paperwork must be completed within ten days of the beginning of the internship.
- h. Internships at MCU are pending final approval by faculty/staff sponsor and Marine Corps approving authorities.
- i. 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:
 - (1) MCU interns are typically enrolled in a degree-seeking program at time of application (graduating students may apply).
 - (2) 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.
 - (3) Some interns may be majoring in finance, communications, marketing, media, business management, public affairs, library science, engineering, and exercise science or other relevant fields.
 - (4) Please consult individual components for specific qualifications.
- j. 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.
- k. MCU interns may be paid or unpaid, depending upon funding availability.
- l. The intern will complete all required network user account training and submit the System Authorization Access Request within the first 30 days of the internship. MCU will provide the intern with an EDU user account and grant access to the network to support the successful completion of internship duties.

Student Intern

Signature _____ **Date** _____

Faculty/Staff Supervisor

Signature _____ **Date** _____

In case of emergency, contact: (Please print clearly)

Name _____

Relationship _____ **Phone** _____

Email _____

Promulgated: 6 Apr 2018

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