

Appendix V

Intern Research Assistant Memorandums of Understanding (MOU)

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 that he or she has read and understands 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, Faculty Sponsor, and MCU Supervisor 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 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:

- 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 _____

Marine Corps University Supervisor

Signature _____ Date _____

Faculty Sponsor

Signature _____ Date _____

In case of emergency, contact:

Name _____

Relationship _____

Phone _____

Email _____

RESEARCH ASSISTANT MEMORANDUM OF UNDERSTANDING

MCU Research Assistants (RAs) provide support on a variety of tasks and projects. Applications are accepted on an ongoing basis to fill program needs. The majority of RAs are hired to work one-on-one with faculty and/or staff. Interviews begin for RA positions one to two months before the anticipated start date. MCU Research Assistant Positions are paid positions.

Duties & Opportunities: MCU Research Assistants are placed, according to their interests, to work with faculty and staff members across the University's colleges, centers, and internal directorates. Please consult individual faculty sponsor for specific duties, which may include the following:

- 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.

Research Assistantship at MCU offers numerous opportunities, including:

- 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 conducting research and individual projects.

Professional Behavior and Expectations

All research assistants are required to maintain professional behavior in their interactions with others at MCU.

Professional behavior includes the following:

- Punctuality
- Respond to emails within 24 hours (even if it is just to say that you need more time to respond).
- Communicate effectively and respectfully.
- Interacting with research participants.
- Being friendly and polite to all research participants.
- Knowledgeable: Being well-versed in the specific project on which you are working, including potential issues and complications associated with the project. Additionally, you should know of community resources that are available in case of a crisis.
- Appropriate Attire
- Reliable
- Resignation: Giving at least two weeks' notice to your MCU Sponsor if you decide for any reason that you no longer wish to continue working at MCU.

All successful candidates must demonstrate their ability to perform the following tasks:

- Use library resources to gather relevant data to support faculty research;
- Work as a team player;
- Communicate at a sophisticated level via written and spoken word;
- Work amiably with people of diverse cultures and backgrounds;
- Use social media tools for information dissemination and community engagement activities;
- Foreign language skills are highly desired, but not required.

Research Assistants are highly encouraged to stay in contact with their MCU Host for professional purposes.

SIGNATURES

The signatures of the applicant, faculty host, and department chair indicate approval of the Research Assistantship. Related paperwork must be completed within ten days of the beginning of the Research Assistantship. Research Assistantships at Marine Corps University are pending final approval by Faculty Host as well as Marine Corps approving authorities.

The Research Assistant Applicant acknowledges that he or she has read and understands the Marine Corps University Research Assistant Regulations and Policies on this application and will be responsible to adhere to all said Regulations and Policies. Marine Corps University reserves the right to remove a Research Assistant at its sole discretion. The Research Assistant Applicant assumes responsibility for job commitment and agrees to perform in a professional manner. The Research Assistant Applicant agrees to assume responsibility for any loss, damage, or injury that may result from participation in the Research Assistantship, and the Research Assistant 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. Research Assistant Applicants are encouraged to obtain insurance coverage for personal liability.

Research Assistant Applicant

Signature_____Date_____

MCU SupervisorSignature_____Date_____

In case of emergency, contact: (Please Print Clearly)

Name_____

Relationship_____Phone_____Email_____