

(Sample)
Memorandum of Understanding
Between

_____,
And Professor Orlan Svingen or Robert McCoy,
Dept of History, Washington State University
Pullman, WA

This MOU is intended to set the terms, conditions, and stipulations of an internship being performed by [student's full name], a graduate or undergraduate student in the Department of History, at Washington State University, P.O. Box 644030, Pullman, WA, 99164-4030. For each semester hour of credit, the intern is required to perform 40 hours of work for the sponsoring agency.

[Student's last name] will be an intern with the [internship agency] _____ (Washington State Historical Society, for example) beginning [dates] June 15 and ending August 16, 2006. He/she is enrolled in Hist 598 for 8 hours of internship with graded credit. The supervising staff at WSHS is [name of supervisor], and it is her responsibility to oversee the day-to-day administration of student's internship. The internship involves compensation in the amount of [compensation] \$___ an hour and the intern is expected to complete 320 hours of on site work. Or, the internship does not include compensation. Midway through the internship, supervisor will write a midterm evaluation of the intern's performance, indicating satisfactory or unsatisfactory work performance. The midterm performance evaluation will be sent to Professor Orlan Svingen and Patricia Thorsten, give the addresses.....At the completion of the internship supervisor will submit final evaluation of students internship performance, and it will form a substantial part of the final letter grade assigned to his 8 hours of Hist 598. Hist 498 for undergraduates.

A draft MOU must be completed in advance of the intern departures from WSU. The final draft of MOU, bearing the signatures of the student and the sponsoring agency's representative, must be sent to the History Department at WSU/Pullman seven days after the internship has begun.

The work that student will perform is listed below in a series of phases and tasks.

- Complete secondary literature search on _____.
- Complete a primary literature search on "_____" including diaries, manuscripts, period microfilm newspaper accounts, and contemporary newspaper research.
- Compile a bibliography detailing all the above resources in accordance with Turabian.
- Compile a draft outline detailing the historical events surrounding _____

- After revising the draft outline as indicated, student will then begin writing a scholarly paper describing the _____; it will be no less than 25 and no more than 40 pages in length, typed, double spaced with endnotes.
- After submitting it to supervisor and others, student will, within one week, make the necessary editorial changes and resubmit the final draft.

Terms conditions and stipulations of this MOE are clearly understood and agreed to by the following:

STUDENT SIGNATURE

DATE

SUPERVISOR'S SIGNATURE
address
phone
email address

DATE

DIRECTOR'S SIGNATURE
Orlan Svingen or Robert McCoy
Dept. Of History,
Washington State University
P.O. Box 644030
Pullman, WA 99164-4030

DATE

DEPT. COORDINATOR SIGNATURE
Patricia Thorsten
Dept. Of History,
Washington State University
P.O. Box 644030
Pullman, WA 99164-4030

DATE

40 hours of work for one hour of credit.