

Internships and Related Contracts

1. Unpaid internships (For Academic Credit; For No Academic Credit)

No documents are required by the University. A Clinical Affiliation Agreement may be completed or onsite supervisors may complete Volunteer Registration Forms, both at the option of those in the department who are involved with the internship.

2. Paid Internships (For Academic Credit; For No Academic Credit) where the internship sponsor pays the intern directly.

No documents are required by the University. If an internship sponsor (company, organization, agency, school, hospital) requests/requires faculty to sign contracts, University Legal Counsel should review/approve the contracts prior to the beginning of the internship. If you are not authorized to sign for the University, you assume personal responsibility for any contracts you sign as a faculty member.

3. Paid Internships (For Academic Credit; For No Academic Credit) where the internship sponsor pays the University and the University pays the intern.

The department must complete a *Master Internship Affiliation Agreement* with each entity hosting an intern, but these agreements can be made for five years. In addition, the department must complete a *Memorandum of Understanding* for each paid intern. Completion of the documents will be coordinated by the Office of Research Support. These documents may be downloaded from the University Internship Web Site [<http://academics.memphis.edu/internships>]. The documents are available under Faculty Resources.

In general, the University prefers that internship sponsors who offer paid internships provide direct payment to interns, rather than paying the University. For additional information and assistance regarding the completion of internship agreements, contact:

William J. Mueller, Staff Attorney II (wmueller@memphis.edu) (3879)
Angela W. Fair, Research Support Services (afair@memphis.edu) (0880)
Dixie R. Crase, Academic Internships (drcrase@memphis.edu) (3102)

