

University of Memphis Sponsored Internships

Internship Coordinator Education

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Sponsored Internship

A Sponsored internship is a cooperative educational arrangement between the student, the University of Memphis, and a community partner where the sponsor reimburses the University for the student's stipend, tuition and fees.

Internship Coordinator

The Internship Coordinator is the faculty/academic advisor responsible for the student's placement with the employer/sponsor.

Sponsor

Organization that enters into an agreement with the University of Memphis to accept placement of students for their practical training and agrees to reimburse the University for their stipend, tuition, and fees.

Intern

An intern is a student undergoing supervised practical training related to their course of study. Work activities performed by the student for the sponsor are related to their academic program.

Master Internship Affiliation Agreement (MIAA)

A MIAA is an umbrella agreement with the sponsor that allows the University to place students within their organization for the purpose of enhancing their academic program. This MIAA contains the legally required basic terms and conditions for this arrangement and is negotiated by Research Support Services (RSS).

Master Internship Affiliation Agreement (MIAA)

Before an intern may be placed with a sponsor, there must be a fully negotiated MIAA on file with Research Support Services (RSS). It is critical that this negotiation begin early to ensure that the student has a placement by the deadline for submitting a Graduate Assistant (GA) contract. A new MIAA can take up to six weeks to negotiate depending on the sponsor's legal requirements.

Memorandum of Understanding (MOU)

A MOU outlines the specific details of an individual internship assignment. Details such as dates of the assignment, fee amount to be paid by the sponsor, duties to be performed by the student intern, etc... will be described in the MOU.

Memorandum of Understanding (MOU)

Payment amount must include all costs associated with the internship, including student stipend, tuition, and fees. Do not presume that these costs are covered by the University or sponsor without first obtaining documentation from the authorizing unit(s).

Roles and Responsibilities

There are many responsible units involved in the internship process. Coordination between these units is essential to ensure the successful placement of a student intern.

- Office of Academic Internships
- Career Services
- Academic Advisors
- Department Administrators
- Research Support Services
- Graduate School
- Grants Accounting
- Sponsor.

Eligible Sponsors

- have work activities related to the intern's program.
- are willing to pay for stipend, tuition, and fees.
- have no overdue financial commitments to the University.
- have a fully negotiated MIAA on file with Research Support Services.
- are not debarred from doing business with the government.

Eligible Sponsors

- Sponsor is required to comply with Civil Rights Act.
- Sponsor may not make any payments directly to any University employee.
- Sponsor may not make payments directly to the student.
- Sponsor must agree to allow “onsite audits” by the Internship Coordinator to verify intern is performing the required assignment or request a written report of the interns performance.
- Sponsor certifies that they will not knowingly utilize services of any undocumented workers.

Eligible Students

All interns must be enrolled in at least one hour of internship credit during the internship period as designated by the department as part of their program of study.

The internship period should encompass one or more academic semesters; appointment as a student assistant can cover any time period.

Graduate assistants are normally limited to 20 hours per week.

Eligible Students

Graduate Assistants will be required to take 12 credit hours per semester in the academic year if tuition/fees are paid by central pool.

Appointment as a graduate assistant will be subject to all existing guidelines listed in the graduate assistant information packet available from the Graduate School.

Internship Coordinator Responsibility

The Internship Coordinator is responsible for ensuring that the sponsor has a fully executed Master Internship Affiliation Agreement (MIAA) on file with Research Support Services prior to initiating an MOU for a student. This can be accomplished by checking the MIAA database located at:

<http://www.memphis.edu/researchsupport/sip.php>

Internship Coordinator Responsibility

If no MIAA is on file, the Internship Coordinator will email a request for an MIAA to Research Support Services with the following information: Sponsor name, address, telephone number, contact name, email address, and potential start date. Upon receipt RSS will begin negotiation with the sponsor.

The Internship Coordinator must not make any contractual commitments to the sponsor directly.

Internship Coordinator Responsibility

The specific details of individual internship assignments will be negotiated with the sponsor by the Internship Coordinator.

Details such as dates of the assignment, fee amount to be paid by the sponsor, description of duties to be performed by the student intern, etc... will be described in a Memorandum of Understanding (MOU).

Department Administration Responsibility

The level of support from the department is specific to each department.

Some departments will provide assistance with submitting requests for MIAA, MOU, eContract, EPAF, etc....

For specific information about your department's level of support, see your department administrator.

Research Support Services (RSS) Responsibility

RSS will prepare and negotiate the MIAA upon receipt of a request by the Internship Coordinator.

RSS will maintain the MIAA dataset of the authorized sponsors.

Research Support Services (RSS) Responsibility

RSS will review for accuracy and negotiate the MOU upon receipt of a request through the Sponsored Internship electronic system.

RSS will submit the fully executed agreement to Grants Accounting for account setup and invoicing.

Grants Accounting Responsibility

- **Set up the internship account.**
- **Bill the sponsor based on the fully executed MOU.**
- **Reconcile the financials to the receivable.**
- **Attempt to collect any past due payments.**
- **Report to RSS any sponsor that is more than 90 days delinquent on payments.**

Important Information

- **How much are students paid? Stipend varies according to department criteria.**
- **Any revision to an MOU must simultaneously involve a revision to the student eContract and EPAF to ensure the sponsor is being charged correctly.**

Important Information

- It is important to know how the sponsor will handle holidays and spring breaks. Is the student required to work through the holidays?
- Contracts need to start on the 1st and end on the last day of the final month, so it is important to know how the sponsor will handle the end of term. Make sure the eContract and MOU have the same start and end dates.

Critical Deadlines

In order to place a student in a sponsored internship, the University must have a fully executed MIAA and MOU.

GA contract deadlines:

- **Spring – December 1st**
- **Summer – May 1st**
- **Fall – August 1st**

Critical Deadlines

Some of the consequences for not completing the MIAA and MOU prior to the start date of the internship may include:

- **Tuition not paid**
- **Tuition late fee assessment**
- **Stipend not paid to the student**
- **Classes are dropped**
- **Department incurs the cost of the tuition and stipend**

More Information

- **Office of Academic Internships:**
www.memphis.edu/internships/
- **Research Support Services:**
www.memphis.edu/researchsupport/description_and_forms.php