



1.1 INTERNSHIP AGREEMENT

Please complete this form by following the order of these steps:

1. **Student:** Fill in the Learning Objectives. Then send the whole form to the sponsoring organization.
2. **Supervisor:** Reviews the Learning Objectives stated by the student and the Degree Competencies the student is expected to learn. Then fill out the MOU section, sign it and send the form back to the student.
3. **Student:** Sign the Addendum.
4. **Student:** Email the completed form to the program director at raveloha@andrews.edu (cc cidp@andrews.edu) for signature of approval. Follow these deadlines for submitting before registration for: **Fall** (by Jul. 10) / **Spring** (by Dec. 10) / **Summer** (by Apr. 10).

We only accept an internship that has the MOU signed by your employer and your MSCID advisor.

Learning Objectives

The Community and International Development program offers students the opportunity to gain practical experience outside of the classroom. Students are required to submit a weekly report that illustrates a thorough understanding of the listed 8 learning objectives (the 9th being a backup). Students need to meet 5 out of the 8 to pass the class. In order to complete this course, students are required to present their findings in a final presentation. This allows them to show how they met these objectives by summarizing their experience, learning objectives and accomplishments gained through the internship, whereby a letter grade will be given.

Upon the completion of a minimum of **720 hours of internship**, students are expected to meet the following learning objectives:

Objectives¹	Use your job description to describe how a minimum of 5 objectives will be met (student needs to complete)
1. Application: Apply theoretical concepts related to the degree in a practice setting.	
2. Knowledge: Understand and apply the project cycle management framework to tasks as either project managers or project evaluators.	
3. Exploration: Explore and critically analyze the macro environment you (the student) will work with as project managers.	

¹ Please refer to the Field Learning Objectives document for more details.

<p>4. Identification: Understand and comply with internal and external policy, as well as the professional ethics required by the structure of internship.</p>	
<p>5. Innovation: Be able to design a project and conduct it, following all stages of project management.</p>	
<p>6. Engagement: Prepare for and participate in a workshop/training session through Andrews University, the internship site/agency/organization which you are doing your internship with, or a government/public institution. Be able to disseminate the knowledge and expertise accumulated during the training/ workshop.</p>	
<p>7. Evaluation: Be able to incorporate the practical expertise into the final project and defend it both with the practicum supervisor and the academic advisor who supervises the training.</p>	

<p>8. Demonstration: Demonstrate a thorough understanding of competencies in the humanitarian sector.</p>	
<p>9. Cross-cutting Issues: In the event that all objectives cannot be met, it is important that students meet with the course instructor to discuss alternatives. Additional learning objectives, specific to the nature of each internship experience, may be presented by the student for the approval of the course instructor.</p>	

Degree Competencies

Listed below are the competencies the student should acquire during the internship and be able to explain how they were achieved:

1. Understanding development contexts and applying development principles, practices, and strategies
2. Understanding community and international development mechanism
3. Understanding humanitarian contexts and applying humanitarian principles
4. Demonstrating leadership in humanitarian response and management
5. Operating safely and securely at all times
6. Cultural Competency
7. Planning and delivery of work
8. Analysis and use of information
9. Organization awareness
10. Managing change
11. Faith integration
12. Continual improvement
13. Achieving Results
14. Developing and maintaining collaborative relationships
15. Managing yourself in a pressured and changing environment
16. Decision making
17. Working with others
18. Communicating with others
19. Influencing
20. Monitoring & Evaluation Concepts (project cycle, results framework, etc)
21. Project design
22. Sampling for qualitative and quantitative surveys
23. Data Quality Management for all data collection activities
24. Qualitative and Quantitative techniques for data collection
25. Data Analysis
26. Use of statistical software
27. Evaluation design
28. Techniques for presenting information

Memorandum Of Understanding

Between *Andrews University, Community & International Development Program* (CIDP)

and _____

We hereby agree that the named parties will collaborate as partners in providing an internship for Andrews University graduate student _____, as part of their requirements for the Master of Science in Community and International Development degree.

The *Community and International Development Program* (CIDP), represented by the program director, is responsible for:

1. Assisting students in identifying internship agencies/organizations, based on (a) students' profiles, (b) students' proposals for a concentration topic, respectively an area of interest for the internship, and (c) students' achievements and prior working experience, if any;
2. Organizing periodic activities or meetings between various development agencies, for public debates, workshops or training sessions, to which the internship agency/organization will be invited, when geographically possible;
3. Taking responsibility in mediating conflicts between the student and the agency/organization, and supporting the agency/organization's decisions in situations in which a termination of the internship is decided;
4. Working together with the student and the agency/organization for promoting excellence in research and program development, and providing the expertise for conducting or supporting such projects, as needed (or requested).

The **partner agency/organization**, _____
represented by _____ will be responsible for:

1. Providing all needed information regarding the mission and the policies of the agency/organization to CID program at Andrews University;
2. Providing an intern/student profile based on the agency/organization's profile and needs, and the types of projects in which the student could be involved;
3. Organizing an interview and conducting the selection process;
4. Providing adequate supervision to the student during their internship, including weekly meetings and discussions based on the student's learning plan;
5. Discussing the student's learning plan with the student, and deciding a detailed schedule related to the learning objectives included;
6. Providing the student with access to various information and activities that will build his/her practical expertise in the area of his/her choice as pertinent to the agency/organization's profile;
7. Guiding the student in a professional manner and allowing the student the avenue for sharing concerns, asking questions, and expressing opinions related to the internship;
8. Filling out the evaluation forms provided by the CID program, as well as recommending the grade for the student's internship based on his/her performance. The completed evaluation forms are due at the end of the internship;
9. Participating in organized sessions on issues related to the internship, or other research issues of interest for both parties, as invited;
10. Addressing any issues regarding student's performance and work ethics first with the student, then with the program director, to ensure due process in conflict resolution, and/or in making a decision regarding the change or termination of the internship;
11. **Providing the program director with a report of the student's performance, the fulfillment of learning objectives, and his/her professional and ethical conduct. See Learning Objectives to be met on page 7.**

The **student**, placed or in the process of being placed in a particular agency/organization, will have the following responsibilities:

1. Identify an agency/organization of interest for the internship;
2. Set up a time for an interview with the agency/organization representative;
3. Present herself/himself in a professional manner (punctuality, appearance, behavior) during the interview and following placement, all through the internship;
4. Provide all forms that were given to her/him by the academic program director to the field instructor / internship supervisor;
5. Discuss the learning plan with the internship supervisor, and decide upon a schedule of activities for meeting the learning objectives, as discussed;
6. Decide upon a weekly schedule for her/his practicum, together with the supervisor, and respect that schedule all through the internship. For any unpredicted absences or late arrivals, the student has the responsibility to contact in advance the practice supervisor, and to make arrangements with the practice supervisor for making up for the times missed. Missing days without notice, as well as frequent lateness or tardiness could lead up to the termination of placement and failure for the related class, and ultimately the program;
7. Get informed about organizational policies and regulations, as well as project rules, prior to being directly involved with the projects;
8. Attend supervision meetings on a weekly basis, and discuss all issues and concerns with the supervisor during those meetings;
9. Maintain good contact between the University and the agency/organization by keeping both informed about events of interest to both parties;
10. Promote excellence in professionalism, research and program development, through performance during the internship.

Any emergency situation will be handled by the agency, and paid for by the student (e.g., emergency transportation in case of accidents, health matters, etc.; emergency calls on behalf of the student, etc.).

Liability issues, during the internship, are covered by Andrews University, as the interns are Andrews University students. However, for any additional volunteering hours, Andrews University is not carrying any responsibility.

An internship may end by completion of the requirements, or by termination of placement. Termination of placement would occur either at the student's request, based on serious incongruence between learning requirements and the actual placement; or at the agency's request, based on serious matters regarding professionalism and student's behavior, and/or lack of compliance with internal rules and regulations. Any request for termination of placement will be discussed with all parties involved, and acted upon as a joint decision.

This Memorandum of Understanding was agreed upon by the CIDP Director, and agency/organization representative:

Agency Representative Signature

Date

Program Director Signature

Date

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Addendum

Based on the above signed agreement between the Community and International Development Program at Andrews University and (agency) _____
on (date) _____ and on the selection process conducted by the
agency/organization, the following student will complete his/her internship at this agency/
organization, between (start date) _____ and (end date) _____.

Student Name:

Student Signature:

The student's signature on this form shows his/her commitment to the responsibilities attached to this internship placement. Any future issues, related to the student's involvement with the agency/organization will be tracked back to this form, based on which the student commits to excellence during the set time of his/her internship.