



**URBAN SEMESTER INTERNSHIP**  
**Memo of Understanding – 2 pages**  
**University of Connecticut**  
**Urban & Community Studies Program**

Urban Semester Student Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Direct Supervisor Name: \_\_\_\_\_

**TO BE COMPLETED BY STUDENT:** (Separate description page/s may be attached to this form)  
*Describe your goals and learning objectives in working for this agency.*

*Please outline your expected responsibilities and activities for the semester. (We understand that roles and assignments often evolve and change throughout the semester based on student and supervisor's needs – this is a summary description)*

**TO BE COMPLETED BY AGENCY SUPERVISOR:**

*Please describe supervision:*

- The student will work in \_\_\_\_\_ office (or off site as needed), keeping track of his/her time and preparing a timesheet with a brief description of what was accomplished. We can meet weekly to discuss program issues and plan for the upcoming week. The student will be given a brief outline of pending projects in our pipeline with thoughts on how to research for either program or project activity. We will introduce the student to various agencies as needed for their work here and provide support throughout their time with our department.

Please list days/hours student will be in agency: \_\_\_\_\_

- Hours worked are flexible and may be based on the schedule worked out by the supervisor and the student. Due to the nature of the agency/organization's work –the student understands some evenings and weekends and/or adjusting of days may happen on occasion.
- UConn's Spring semester begins on Tuesday January 21, 2025. The semester ends on May 2, with final exam period ending May 10. Spring recess is March 16-22. ***The Urban Semester program requires students to intern for 27.5/hours per week during the semester.***

**Note:** If a written internship description exists, it may be attached to this sheet.

Student \_\_\_\_\_

Date \_\_\_\_\_

Internship Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Instructor of Record \_\_\_\_\_

Date \_\_\_\_\_