

**\*\*SUBMISSION DEADLINES FOR ALL PAID INTERNSHIPS ARE\*\***  
**MAY 30<sup>th</sup> FOR SUMMER AND FALL SEMESTER**  
**OCTOBER 30<sup>th</sup> FOR SPRING SEMESTER**

## INTERNSHIP INITIATION PROCESS

### INTERNSHIP BEST PRACTICES

The Department of History allows students to earn course credit while gaining valuable professional experience in public and private institutions engaged in the work of history throughout the Greater Kansas City Metropolitan area. Internships are an important aspect of the history student's education as they provide meaningful work experiences under the mentorship of an experienced and knowledgeable professional within the field.

Students complete, at minimum, 120 hours of work during their internship over the course of a semester or summer and, ideally, will enroll in one of the below courses:

- HISTORY 392A – Archival Internship
- HISTORY 392B – Public History Internship
- HISTORY 5592 – Public History Internship

### INTERNSHIP INITIATION PROCESS INSTRUCTIONS

#### STEP 1: FILL OUT THE INTERNSHIP INITIATION PROCESS

Download and fill out the Internship Initiation Process form. Faculty may work with the third party on the specifics of the Memorandum of Understanding (MOU) (see either PAID or UNPAID sections for required information below).

#### STEP 2: SUBMIT COMPLETED INTERNSHIP INITIATION PROCESS

Once the Internship Initiation Process form has been completed. Submit the form to the Department of History's administrative assistant and CC the Department Chair.

#### STEP 3: MEMORANDUM OF UNDERSTANDING (MOU), REVIEW, AND APPROVALS\*

The Department of History will draft the Memorandum of Understanding (MOU) using the Internship Initiation Process form submitted by department faculty. Once drafted the MOU will be sent to the School of Humanities and Social Sciences (SHSS) for review. Once approved it will be sent by SHSS Fiscal Officer to the University of Missouri System Contracts and General Council for final view and approval.

#### STEP 4: APPROVED MEMORANDUM OF UNDERSTANDING SENT TO THIRD PARTY

Approved Memorandum of Understanding is sent to the third party for review and signatures. Full executed MOUs are returned to the department and submitted to the School of Humanities and Social Sciences Fiscal Officer.

\*Step 3 will be skipped for all unpaid internships.

**FACULTY INITIATING INTERNSHIP**

\_\_\_\_\_  
LAST NAME FIRST NAME

\_\_\_\_\_  
DEPARTMENT EMAIL

**CONTACT/INSTITUTION INFORMATION**

At minimum, this section must have the name of the institution, initial person of contact, and either a phone number or email address.

\_\_\_\_\_  
INSTITUTION NAME

\_\_\_\_\_  
LAST NAME FIRST NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
PHONE EMAIL

**TYPE OF INTERNSHIP**

Circle all that apply.

FUNDING STATUS:

PAID

UNPAID

SEMESTERS:

FALL

SPRING

SUMMER

POTENTIAL STUDENT CANDIDATE:

\_\_\_\_\_  
LAST NAME FIRST NAME

\_\_\_\_\_  
STUDENT ID NO. DEGREE PROGRAM

\_\_\_\_\_  
EMAIL

## UNPAID INTERNSHIP

### MEMORANDUM OF UNDERSTANDING (MOU) PARTY AGREEMENTS

Fill in all highlighted areas. Add bullet points as needed for specific internship requirements.

#### DEPARTMENT OF HISTORY:

- Will select a qualified Intern from the [Department of History/Public History emphasis] (the Intern) in consultation with [INTERNSHIP PARTNER] staff.
- Will provide support, supervision, and mentorship to the Intern in consultation with [INTERNSHIP PARTNER] staff.

#### [INTERNSHIP PARTNER]:

- Will take on one student (the Intern) from the [DEPARTMENT OF HISTORY/DEPARTMENT'S PUBLIC HISTORY EMPHASIS] to work with the organization for the [YEAR-YEAR ACADEMIC YEAR/SEMESTER-YEAR SEMESTER].
- Will provide supervision, workspace, mentorship, and support for the Intern.
- Will notify the Department of any personnel issues.

#### THE INTERN:

- Will work at [INTERNSHIP PARTNER] during the [YEAR-YEAR ACADEMIC YEAR/SEMESTER-YEAR SEMESTER], with time off during regular university closures.
- Will work an average of [NUMBER OF HOURS] hours a week at a schedule to be agreed upon by the Intern and [INTERNSHIP PARTNER].
- Will report directly to [INTERNSHIP PARTNER] Supervisor and will consult with [APPLICABLE DEPARTMENT FACULTY MEMBER].

## PAID INTERNSHIP

### MEMORANDUM OF UNDERSTANDING (MOU) PARTY AGREEMENTS

Fill in all highlighted areas. Add bullet points as needed for specific internship requirements. Internship pay should be based on a minimum payrate of \$15.00 per hour. Internship partners are encouraged to offer the current graduate level stipends set by the SHSS Dean's Office are \$6,500.00 per semester for a total of \$13,000.00 for the academic year. However, this is not a requirement. Lastly, as a reminder, stipend amounts do not include tuition remission as this is a separate expense. For current information on [Tuition and Fees](#) see the UMKC Cashiers webpage.

#### DEPARTMENT OF HISTORY:

- Will select a qualified Intern from the [Department of History/Public History emphasis] (the Intern) in consultation with [INTERNSHIP PARTNER] staff.
- Will invoice [INTERNSHIP PARTNER] for [STIPEND] on the following dates:
  - August 1, [YEAR] for Fall [YEAR] semester.
  - January 1, [YEAR] for Spring [YEAR] semester.
- Will invoice [INTERNSHIP PARTNER] [DIVIDED TOTAL TUITION REMISSION BY TWO] to cover tuition for the Intern on the following dates:
  - August 1, [YEAR] for Fall [YEAR] semester.
  - January 1, [YEAR] for Spring [YEAR] semester.
- Will administer payment of the stipend to the Intern.
- Will provide support, supervision, and mentorship to the Intern in consultation with [INTERNSHIP PARTNER] staff.

#### [INTERNSHIP PARTNER]:

- Will take on one student (the Intern) from the [DEPARTMENT OF HISTORY/DEPARTMENT'S PUBLIC HISTORY EMPHASIS] to work with the organization for the [YEAR-YEAR ACADEMIC YEAR/SEMESTER-YEAR SEMESTER].
- Will provide the Department [DIVIDED TOTAL TUITION REMISSION BY TWO] on the following dates:
  - August 1, [YEAR] for Fall [YEAR] semester.
  - January 1, [YEAR] for Spring [YEAR] semester.
- Will provide the Department [DIVIDED TOTAL TUITION REMISSION BY TWO] to cover tuition for the Intern on the following dates:
  - August 1, [YEAR] for Fall [YEAR] semester.
  - January 1, [YEAR] for Spring [YEAR] semester.
- Will provide supervision, workspace, mentorship, and support for the Intern.
- Will notify the Department of any personnel issues.

#### THE INTERN:

- Will work at [INTERNSHIP PARTNER] during the [YEAR-YEAR ACADEMIC YEAR/SEMESTER-YEAR SEMESTER], with time off during regular university closures.
- Will work an average of [NUMBER OF HOURS] hours a week at a schedule to be agreed upon by the Intern and [INTERNSHIP PARTNER].
- Will report directly to [INTERNSHIP PARTNER] Supervisor and will consult with [APPLICABLE DEPARTMENT FACULTY MEMBER].