**Language for Student Intern to Mail to Internship Placement Regarding MOUs**

One of the forms UGA requires us to complete is an MOU. As you probably know, a memorandum of understanding (or MOU) describes an agreement between two or more parties. In this case, it explains what the University of Georgia expects of an Internship Placement.

This MOU is between UGA and your organization. It is **not** specific to my internship.

To complete the MOU, we need to do only **three** things. The **first** is to type in the name of your organization in the heading and the third line of text on the first page.

The **second** is to determine the period of time the MOU covers. The University encourages organizations to sign the MOU for a period of up to three years. This does not obligate you to anything after *my* internship ends but it does eliminate the need for a new MOU with each new intern during the term of the MOU.

The information about the period of time the MOU covers is on page 3, paragraph 4. In the first lines, select from the drop-downs and type in the length of time (e.g., 3 years or 4 months). On the second and third lines, use the drop-downs and type in the beginning and end dates (month, day, year) of the MOU. The current internship must end on or before the end date of the MOU.

The **third** item of information on the MOU is in the signature block -- the name of the organization, the date, the name of the person signing, and that person’s signature. Once you’ve signed, I’ll work with the professor who is supervising my internship to get the other signatures.

If you have questions about the MOU and its purpose, ask me to connect you with the professor who is supervising my internship.

*Student Intern Signature*