

## Externship Memorandum of Understanding

**Student Extern Name:** \_\_\_\_\_

**Externship Mentor:** \_\_\_\_\_

**Externship Site:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

### **The Mentor will:**

- Accept primary responsibility for mentoring the Student Extern throughout the externship period.
- Share a tentative schedule with the Student Extern prior to the externship period.
- Orient the Student Extern to the policies and procedures of the externship site.
- Ensure any tasks assigned to the Student Extern are meaningful (e.g., not routine clerical tasks such as filing and photocopying).
- Make every effort to include the Student Extern in staff meetings and day-to-day operations during the externship period. The Mentor should think of specific activities that will be valuable for understanding the Mentor's role.
- Provide time during the externship for questions and debriefing.

### **The Student Extern will:**

- Share goals for the externship with the Mentor at least two weeks prior to the externship period.
- Follow all policies and procedures of the externship site.
- Participate fully in all aspects of the externship experience.
- Maintain confidentiality and discretion as necessary.
- Complete a post-externship reflection.

**Mentor Signature:** \_\_\_\_\_

**Student Extern Signature:** \_\_\_\_\_

**DGP Signature:** \_\_\_\_\_