

*CMP4955 or CMP6954 Internship*

**Form 1: Internship Memorandum of Understanding**

City & Metropolitan Planning  
University of Utah

Student's and Internship Supervisor's signatures are required on the form. A PDF or hard copy of the signed form should then be submitted to Department for final approval. Any hours worked before all parties approve this form will not count towards the requirements.

Student's Name: \_\_\_\_\_

*This agreement between the student, the Department of City & Metropolitan Planning and the employer provides the following for the above-named student to be employed in a professional capacity.*

The student will receive training in the following agency/firm/organization:

\_\_\_\_\_

Address: \_\_\_\_\_

Student's Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Is the student currently employed by the agency? \_\_\_\_ Yes \_\_\_\_ No

Please describe your firm/agency/practice (public, private or nonprofit and a very brief description):

What kind of projects do you plan to give to the student?

Will the student have direct public or client contact? \_\_\_\_ Yes \_\_\_\_ No If yes, please describe:

I, the undersigned have entered into an internship agreement with the agency listed above and agree to abide by the policies and procedures for internship credit in the Department of City & Metropolitan Planning at the University of Utah.

Signature of Student \_\_\_\_\_

Student's Name (printed) \_\_\_\_\_

Date \_\_\_\_\_

As Internship Supervisor for the above mentioned student in the Department of City & Metropolitan Planning at the University of Utah, I agree to provide mentorship and supervision according to the details offered above.

Signature of Internship Supervisor \_\_\_\_\_

Supervisor's Name (printed) \_\_\_\_\_

Title \_\_\_\_\_

Name of Agency \_\_\_\_\_

Date \_\_\_\_\_

Please submit this form directly to the City & Metropolitan Planning Department through the Forms and Documents Hub on the website. If you have any questions, please call the main office at (801) 581-8255.