

VISAS Internship Memorandum of Understanding

2025-2026

In addition to the job description that you have already agreed to fulfill, you must commit to the following requirements. Your cooperation with these items will help make VISAS run smoothly and will help create a more positive experience for the volunteers and international participants in your program. Of equal importance, your agreement to the items below will ensure an enjoyable and educational internship experience for you.

1. Intern Week

- a. Attend all VISAS meetings and activities during **Intern Week (August 20-22, full days)**

2. Staff Meetings

- a. Attend all VISAS staff meetings from **9-10 AM every Monday**.
- b. An exception can only be made for **required classes that have no alternative times available**. Please plan accordingly.
- c. You are expected to be **physically present for all meetings**. If you cannot, you must make alternative arrangements in advance with the VISAS Program Director and Program Assistant.

3. Office Hours

- a. Set and attend all weekly office hours on Mondays for one hour between 10 AM – 3 PM.
- b. Workplace Coordinators only: Because Workplace is a larger team, you must keep **Mondays from 10-11 AM** open for your group office hours. (An exception can only be made for required classes that have no alternative times available. Please plan accordingly.)

4. Communication & Participation

- a. Maintain regular and clear communication with Program Director and Program Assistant about specific program needs, challenges, and successes.
- b. Read and respond to emails and Teams messages in an appropriate timeframe. Complete assignments and responsibilities in an appropriate time frame. Communicate in advance with the Program Director and Program Assistant if you need help or if you absolutely need an extension on any assignment.

5. Participation

- a. Be a team player! Participate fully in recruitment duties, including hanging flyers, sending emails listservs, posting on social media, participating in Instagram Lives, chalking, participating in Activities Fairs, etc.
- b. During the volunteer placement phase, keep track of your volunteer goals, confirmations, and trainings. Communicate changes in volunteer numbers and needs to the VISAS Program Director and Program Assistant.

6. Events

- a. Make necessary adjustments to your schedule to be present for VISAS events. An exception can only be made for **required classes that have no alternative times available**. Please plan accordingly.
- b. Attend and perform all duties at the following events:
 - i. VISAS Orientation – 9/16/25 and 2/3/26 (7-10:30 PM)
 - ii. VISAS International Mixer - 9/18/25 and 2/5/26 (4:30-6:30 PM)
 - iii. VISAS Garden Party – 4/29/26 (1:00-4:00 PM)

7. VISAS Café

- a. All interns except VISAS Café Coordinator: Sign up for and attend 1-2 VISAS Cafés per semester (unless you have a class conflict at that specific time).

8. Volunteering

- a. ESLA, CC, LC, and MOR Coordinators: Because your programs do not automatically include learner interactions, you must volunteer in a program which does offer that opportunity.

9. Eligibility

- a. You must be a full or part-time student on Grounds for the duration of the 2025-2026 academic year.

Electronic Signature:

Date: