

MEMORANDUM OF UNDERSTANDING
Department of Justice Studies
International Experience and Internship Coordinator

Position Summary:

The International Experience and Internship Coordinator acts as the lead advisor for, and coordinates all business related to, both the International Experience and the Internship Requirement. The coordinator develops programming for the 2 requirements, updates information, solicits and/or generates options for students, updates and makes available a list of approved experiences and internships, approves unlisted student experiences and internships, verifies the integrity of approved experiences and work sites, and signs and processes documents related to these programs as needed. The coordinator is also responsible for department compliance with SJSU catalog and policies covering international experiences and internships.

Essential Responsibilities:

1. Provide leadership in the development of the international experience and internship programs
2. Advise faculty on department, college, and university policies and practices related to the 2 programs
3. Guide faculty in coordinating activities, including reminders throughout the semester of activities expected or required of them
4. Sign and process student paperwork related to the 2 requirements
5. Work with Department staff to maintain records and files for the 2 programs
6. Develop and maintain materials for each program, including website information
7. Update syllabi as needed
8. Serve as lead advisor for internships and the international experience, including meeting with students to guide them or to resolve individual problems
9. Communicate to students requirements for and information about the 2 requirements
10. Serve as liaison between the community and the Department in the area of curricular development
11. Facilitate development of new international courses and placements and new internship sites
12. Maintain a database of placements and sites and review for quality
13. Maintain compliance with SJSU policies
14. Attend campus-wide meetings and training affecting the programs
15. Coordinate assessment of the 2 programs
16. Participate in all meetings and department events as part of the leadership team
17. Work in close consultation with the Department Chair to fulfill duties of the position
18. Other related tasks as needed working with the Department Chair

In exchange for receiving .20 FTEF assigned time for serving as International Experience and Internship Coordinator, I agree to perform all of the essential responsibilities in this MOU and to address unforeseen issues related to 2 programs. I understand that I will be expected to be readily available and on campus at least 3 days per work week. I will schedule and hold at least 4 additional office hours per week during the academic year. I also understand that it is my responsibility to conduct business on campus at unexpected times and outside scheduled office hours.

Printed Name

Signature

Date