Internship Memorandum of Understanding (Form 3)

***(must be submitted to Registrar’s Office as a prerequisite for enrollment)***

**1. Purpose:**  Central Methodist University provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Participation with Central Methodist University internship exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with you in this working/learning endeavor.

1. **Responsibilities:** To help insure the interests and promote the benefits of an internship arrangement for all parties involved, Central Methodist University has developed this memorandum of understanding to describe the mutual responsibilities between and among Central Methodist University, the employer, Click here to enter text., (hereinafter “Agency”) and the student.

**The student agrees to:**

1. Remain enrolled at Central Methodist University and in the internship for its duration;
2. Fulfill all tasks assigned by the Agency to the best of his/her ability;
3. Adhere to academic program requirements in order to earn University credit for participation in the internship;
4. Adhere to all agency policies and standards regarding interns;
5. Immediately inform appropriate University staff of any problems or changes in job responsibilities.

**Central Methodist University agrees to:**

1. Encourage the student’s productive contribution to the overall mission of the Agency;
2. Certify the student’s academic eligibility to participate in an internship assignment;
3. Establish guidelines and standards for the conduct of internships and share these with the Agency;
4. Appoint a faculty member to serve as a Sponsor to the student with responsibilities to assist in developing goals and objectives to monitor the progress of the intern, and to evaluate the academic performance of the student;
5. Maintain communication with the Agency and clarify the policies and procedures regarding internships;
6. Provide professional liability insurance as reasonably required for each participating student, faculty and staff.

**The Agency agrees to:**

1. Encourage and support the learning aspect of the student’s internship assignment;
2. Designate one employee to serve as a Site Supervisor for the intern. Responsibilities include orientation of the student to the Agency and its culture, assisting with the intern’s goals and objectives, meeting regularly with the student and monitoring his/her progress;
3. Provide adequate supervision for the student and assign duties that are career-related, progressive and challenging;
4. Provide safe working facilities and environment;
5. Not displace regular workers with students secured through internship referral;
6. Notify appropriate University staff of any changes in the student’s work status, schedule, or performance;
7. Allow University staff and/or faculty representative(s) to conduct at least one visit to the work site to confer with the student and his/her supervisor;
8. Provide written evaluations of the student’s performance during the internship;
9. Communicate Agency policies and standards regarding interns to appropriate University staff and/or faculty;
10. Assume liability for work-related injuries sustained by the intern, insofar as is required by law in that state;

**3. Terms of the Internship Arrangement:** An internship arrangement for each student will be one academic semester, summer session, or a period agreed upon by the Agency and Central Methodist University. In the event that the Agency is dissatisfied with the performance of a student, termination of the internship arrangement can be requested by the Agency, but only after appropriate University personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the University may request termination of the internship arrangement for any student not complying with University guidelines and procedures for the internships, as long as Agency personnel have been notified in advance and satisfactory resolution cannot be obtained.

**4. Duration of Agreement:** This memorandum of understanding shall continue in effect from to .

Student: Date:

Agency Representative: Date:

University Representative: Date:

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