

Sample Workforce Internship Memorandum of Understanding

1. Purpose: _____ provides an educational strategy whereby students complement their academic preparation with 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 XXXXX Community College internship exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. XXXX Community College looks forward to collaborating with you in this working/learning endeavor.

2. Responsibilities: To help insure the interests and promote the benefits of an internship arrangement for all parties involved, XXXX Community College has developed this memorandum of understanding to describe the mutual responsibilities between and among XXXX Community College, the employer, _____ and the student, _____.

The student agrees to:

1. Remain enrolled at XXXX Community College and in the internship for its duration;
2. Fulfill all tasks assigned by the Employer to the best of his/her ability;
3. Adhere to academic program requirements in order to gain work experience for participation in the internship;
4. Adhere to all employer policies and standards regarding interns;
5. Immediately inform appropriate College staff of any problems or changes in job responsibilities.

College agrees to:

1. Encourage the student's productive contribution to the overall mission of the Employer;
2. Certify the student's academic eligibility to participate in an internship assignment;
3. Establish a Memorandum of Understanding;
4. Appoint an Instructor 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 Employer and clarify the policies and procedures regarding internships.

The Employer 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 Employer 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 require student to meet an excessive schedule that would interfere with educational program;
6. Not hire student as a permanent employee prior to the internship completion;
7. Notify appropriate College staff of any changes in the student's work status, schedule, or performance;

8. Allow College staff and/or faculty representative(s) to conduct site visits to confer with the student and his/her supervisor;
 9. Provide written evaluations of the student's performance during the internship;
 10. Communicate Employer policies and standards regarding interns to appropriate College staff and/or faculty;
 11. Assume liability for work-related injuries sustained by the intern, insofar as is required by law in the state;
 12. Employer carries out these responsibilities without compensation by XXXX Community College;
 13. Eligible employers may participate in the Workforce Internship Program. The employer is required to pay the employee full wages as agreed upon and submit the wage information to the College. College may reimburse Employer 50% of the employee wages with a maximum wage reimbursement of \$8 per hour, i.e. student makes \$20 per hour therefore the college would reimburse \$8 per hour. The maximum duration for each internship is 240 hours with a maximum amount of \$1,920 allowed per participant. Participant may not exceed 40 hours per week.
- 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 Employer and XXXX Community College. In the event that the Employer is dissatisfied with the performance of a student, the internship arrangement can be terminated by the Employer, but only after appropriate College personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the College may request termination of the internship arrangement for any student not complying with College guidelines and procedures for the internships, as long as Employer personnel have been notified in advance and satisfactory resolution cannot be obtained. Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.
- 4. Duration of Agreement:** This memorandum of understanding shall continue in effect from _____ to _____.
- 5. Non-Discrimination Statement:** XXXX Community College and Employer do not discriminate on the basis of race, color, national origin, sex, disability, religion or age in admission or access to, or treatment or employment in its programs and activities.