

Instructions to Complete a Memorandum of Understanding between the University of Georgia and the Internship Placement

A memorandum of understanding (or MOU) describes an agreement between two or more parties. In this case, it explains what the University of Georgia expects of an Internship Placement.

The MOU is **not** specific to an intern. It is an agreement between UGA and the Internship Placement for the period of time indicated on the last page.

If the Internship Placement signs the MOU for only the period of time of the specific student's internship, then a new MOU must be completed for each intern. The Internship Placement can sign the MOU for **up to three years** in which case a new one will not be needed until that period ends. **We ask that internship placements sign for a minimum of one year. This does NOT obligate them to take future interns.**

Note that there are blanks in the Memorandum of Understanding that must be completed. Documents with handwritten changes, additions, and/or deletions will be returned by UGA's Legal Office.

MOUs cannot be backdated. The starting and ending dates must be in the future or the MOU will be returned. Also, the Memorandum of Understanding can be for a **three year period**. MOUs for periods longer than your internship would cover any future students who intern with this same business or organization but do NOT commit the supervisor to work with future interns. (See the "Instructions to Complete an MOU.")

If the Internship Placement wants to require background checks, the following information may be added to the MOU:

Upon request by the Facility, student shall submit to a criminal background check, the results of which shall be furnished by the student directly to the Facility for review. Facility acknowledges that the Institution shall not review or certify the results of such check and it shall be the Facility's sole responsibility to make a determination of acceptance

prior to student's start date.

If an Internship Placement has multiple offices, a signature that covers all of those offices will simplify the application process for future interns.

Once Dr. Cude receives your application, she has to get two signatures (from the Department Head and College Dean) and have the MOU reviewed by the UGA Office of Legal Affairs. Expect this to take a **minimum** of three weeks.

Be sure to complete all of the blanks:

- The two blanks on the first page for the name of the Internship Placement.
- The period of time of the MOU on the last page (number of weeks/months/years) and specific beginning and ending date – **please choose a minimum period of one year if at all possible)**
- The Internship Placement signature block
- ***THE FIRST TWO ITEMS REQUIRE YOU TO COMPLETE A DROP-DOWN BOX. IF YOU CANNOT SEE THE DROP-DOWN BOX ON YOUR COMPUTER, FIND A DIFFERENT COMPUTER UNTIL YOU CAN COMPLETE THE INFORMATION.***

If your internship is with a business/organization outside UGA and you see a different header here, you have the wrong form – download the other one!

MEMORANDUM OF UNDERSTANDING BETWEEN

THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
BY AND ON BEHALF OF
THE UNIVERSITY OF GEORGIA
AND

Fill in the business/organization name here and here.

This is a Memorandum of Understanding on the part of the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia hereinafter referred to as "University", and the _____, hereinafter referred to as "Internship Placement".

A. PURPOSE

- (1) The purpose of this Memorandum of Understanding is to guide and direct the parties respecting their affiliation and working relationship, inclusive of anticipated future arrangements and agreements in furtherance thereof, to provide high quality internship experiences for University students in the *Department of Financial Planning, Housing and Consumer Economics*, while at the same time enhancing the resources available to the Internship Placement to conduct its regular activities.
- (2) Neither party intends for this Memorandum to alter in any way their respective legal rights or their legal obligations to one another, to the students assigned to the Internship Placement, or to any third party.

B. GENERAL UNDERSTANDING

- (1) The courses of instruction (i.e., internship programs) to be provided will be of such content, and cover such periods of time as may from time to time be mutually agreed upon by the University and the Internship Placement. The starting and ending dates for each program shall be agreed upon at least two weeks before the program commences.
- (2) The number of students designated for participation in an internship program will be mutually determined by agreement of the parties, and may at any time be altered by mutual agreement. All student participants must be mutually acceptable to both parties and either party may withdraw any student from a program based upon perceived lack of competency on the part of the student, the student's failure to comply with the rules and policies of the Internship Placement or the University, or, for any other reason where either party reasonably believes that it is not in the best interest of the program for the student to continue.
- (3) There shall be no discrimination on the basis of race, national origin, religion, creed, sex, sexual orientation, age or disability in either the selection of students for participation in the program, or as to any aspect of the internship; provided however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself, preclude the student's effective participation in the program.

C. INTERNSHIP PLACEMENT RESPONSIBILITIES

- (1) The Internship Placement will retain responsibility for the care of the Internship Placement's clients/customers and will maintain administrative and professional supervision of internship students insofar as their presence and program assignments affect the operation of the Internship Placement and its care, direct and indirect, of Internship Placement's clients and customers.
- (2) The Internship Placement will provide adequate facilities for participating internship students in accordance with the objectives developed through cooperative planning by the University's departmental faculty and the Internship Placement's staff.

- (3) The Internship Placement will use its best efforts to make conference space and classrooms available as may be necessary for teaching and planning activities in connection with internship programs.
- (4) Internship Placement staff shall, upon request, assist the University in the evaluation of the learning and performance of participating internship students.
- (5) The Internship Placement shall provide for the orientation of interns as to the philosophies, rules, regulations and policies of the Internship Placement.
- (6) All medical or health care (emergency or otherwise) that an internship student receives at the Internship Placement will be at the expense of the individual involved.

D. UNIVERSITY RESPONSIBILITIES

- (1) The University will use its best efforts to see that students selected for participation in the internship program are prepared for effective participation in the internship phase of their overall education. The University will retain ultimate responsibility for the education of its students.
- (2) Prior to the commencement of an internship program, the University will, upon request and with proper authorization, provide responsible Internship Placement officials with such student records as will adequately disclose the prior education and related experiences of prospective student participants.
- (3) The University will use its best efforts to see that the internship programs at the Internship Placement are conducted in such a manner as to enhance its operations. Only those internship students who have satisfactorily met the Department's academic criteria will be allowed to participate in a program.
- (4) If the Internship Placement requires students to obtain professional liability insurance covering the student's activities in the internship, University will inform all its participating students of the Internship Placement's requirement and that students should provide evidence of such insurance to the Internship Placement prior to participation.
- (5) The University will encourage internship student compliance with the Internship Placement's rules, regulations and procedures, and use its best efforts to keep students informed as to the same and any changes therein. Specifically, the University will keep each participating internship student apprised of his or her responsibility:
 - a. To follow the administrative policies, standards and practices of the Internship Placement when the internship student is in the Internship Placement.
 - b. To provide the necessary and appropriate uniforms and supplies required where not provided by the Internship Placement.
 - c. To report to the Internship Placement on time and to follow all established regulations during the regularly scheduled operating hours of the Internship Placement.
 - d. To conform to the standards and practices established by the University while working at the Internship Placement.
 - e. To keep in confidence all financial, personal, medical, and health information pertaining to particular clients and customers.
- (6) The University may require each participating internship student to furnish proof of a current physical examination, the results of which shall, upon request, be made available to the Internship Placement. The parties may agree to have such examinations performed by the Internship Placement.

E. MUTUAL RESPONSIBILITIES

- (1) The parties will work together to maintain an environment of quality internship learning experiences and quality client/customer service. At the insistence of either party a meeting or conference will be promptly held between University and Internship Placement representatives to resolve any problems or develop any improvements in the operation of the contemplated internship programs.

- (2) The University and the Internship Placement acknowledge and agree that neither party shall be liable for loss, injury or other damage to the person or property of any student participating in the internship. If loss, injury or damage results from the negligence or willful conduct of that party, its agents, or employees, the party shall be liable for such loss, injury or damage.
- (3) Neither party is an agent, employee or servant of the other. The Regents, University, and the Internship Placement acknowledge and agree that student participants in the internship are not employees of the Regents, University, or the Internship Placement by reason of such participation, and that they assume no responsibility for the student participants that may be imposed upon an employer under any law, regulation or ordinance. The student participants shall in no way hold themselves out as employees of the Regents, University, or the Internship Placement.
- (4) Unless sooner canceled as provided below, the term of this affiliation for internship shall be Type number 1-31, commencing on Choose an item. Type number 1-31. Choose an item. and ending on Choose an item. Type number 1-31. Choose an item. This working relationship and affiliation may be renewed by mutual written consent of the parties. This agreement may be amended at any time by mutual written agreement of the parties. It may also be canceled at any time by either party upon not less than ninety (90) days written notice in advance of the next internship experience.

The term of the affiliation is how long – the number of weeks/months/years. The business/organization can sign for a three year period (or shorter but not longer). **Please choose at least one year if possible**

Fill in the dates here and here – the month, date, and year the agreement begins and ends. If the business/organization signs the agreement for 3 years, they won't have to complete this part of the paperwork for future interns during this period.

INTENTIONALLY LEFT BLANK

AGREED TO BY:

Internship Placement (Name of business/organization)		Date	
Field Supervisor's Name		Signature	

This must be a handwritten signature. It's ok if it's signed, scanned, and emailed.

THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
BY AND ON BEHALF OF THE UNIVERSITY OF GEORGIA

Linda K. Fox, Dean, College of Family and Consumer Sciences	Dr. Cude will get this signature Do NOT ask the Dean directly.	Date	
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If your internship is with a business/organization outside of UGA and you don't see this signature block, you've downloaded the wrong form!