Fashion Merchandising Internship Program
TXMI 5910

Student Information Packet
Summer 2016

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# fashion merchandising internship program

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FACS
THE UNIVERSITY OF GEORGIA
COLLEGE OF FAMILY AND CONSUMER SCIENCES

Fashion Merchandising

INTERNSHIP PROGRAM
INFORMATION
Fashion Merchandising Internship Program

Program Goals & Objectives

The primary purpose of an internship is to provide students with “on the job experience” and a realistic view of the profession with qualified, knowledgeable professionals in a specific area. The internship setting is the equivalent of the classroom where there are three major participants: the educator or Internship Coordinator, the Internship Sponsor, and the Student/Intern.

The student is placed in an internship setting that will complement the classroom situation and provide the student with high quality, valuable educational experiences. The Internship Sponsor assists in the educational process by providing students with “real world” experiences. The interaction between the student and the Internship Sponsor fulfills an important aspect of the education process through experiential learning.

An internship relationship should consider four basic goals:

- To provide a realistic view of a career through actual work experience where the student has the opportunity to see the effects of his/her actions in settings that are of interest to him/her.
- To provide an understanding of the operational procedures and policies relevant to a particular type of business establishment.
- To provide an awareness of the importance of human relations through his/her interaction with the public, co-workers, and supervisory personnel.
- To apply skills acquired in the educational setting and to inspire the student to strive for excellence through future educational experience and/or continuing education.

To effectively meet these goals, the Internship Sponsor must be genuinely interested in contributing to the Internship program. The students who participate in internship programs should have training of the position, established objectives, and willingness to learn in a working situation. The Internship Coordinator must evaluate the success of the program and be willing to modify program procedures when feasible to fully satisfy the program’s goals.

Valuable outcomes may result from proper implementation of an internship program. Students are provided with the opportunity to have first hand experiences in the professions that they seek to pursue upon completion of their degrees and in which they wish to find employment. A field experiment program should enhance both personal development and academic activities. The suitability or acceptability of a student for a particular profession is realistically evaluated by the Internship Coordinator, the Internship Sponsor, and the Student as an outcome of the field experience.

An advantage for students participating in the field experience is that it provides the student with a resource for potential employment. The field experience may lead to a position with the Internship Sponsor or it may lead to other positions within that organization or with other organizations.

An internship program should prove beneficial to all persons involved, and it should be judged in terms of appropriate educational outcomes. The internship program should facilitate student learning and development. In addition, students are more likely to experience fundamental changes in attitudes, response, habit, and reactions from their involvement in the field experience.
Fashion Merchandising Internship Program

Paperwork Due Dates

All forms should be submitted in hard copy (unless otherwise noted) by the specified due date to Clair McClure – 314 Dawson Hall Mailroom. You are encouraged to turn these forms in prior to the due date for faster processing and to ensure your registration status for TXMI 5910.

<table>
<thead>
<tr>
<th>Due Date – 2016</th>
<th>Form to be turned in</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15</td>
<td>Application, Statement of Understanding, Unofficial Transcript</td>
</tr>
<tr>
<td>April 11</td>
<td>Agreement Form, Goals, FERPA, Memorandum of Understanding</td>
</tr>
</tbody>
</table>

Financial Obligation

Enrolling in TXMI 5910 during the summer session will require a financial obligation on the part of the student as if you were registered for 3 or 6 traditional credit hours. It is the student’s responsibility to investigate the cost of tuition and fees to participate in TXMI 5910. Please familiarize yourself with this information prior to committing to an Internship Sponsor and completing the Internship Agreement Form.

You can access the relevant information regarding your financial obligation by visiting The University of Georgia’s Bursar’s website: http://www.bursar.uga.edu/tuition.html
Each form in this internship packet serves as important documentation for your internship. It is the student’s responsibility to have all forms submitted by the due date. No student will be cleared for registration in TXMI 5910 without a completed set of paperwork.

1. **Application** – This is the first step for admittance to the Fashion Merchandising Internship Program. As a pre-requisite for TXMI 5910 you must have completed 15 credit hours in TXMI professional electives or required courses plus TXMI 5900 by the start of your internship. You must maintain a GPA of 2.5 or higher and be in good academic standing. This application should be submitted by the due date regardless of whether you have officially secured and accepted an internship. Submitting an application indicates your intention to intern with a company and enroll in TXMI 5910. A list of appropriate TXMI courses can be found on page 7.

2. **Statement of Understanding** – Outlines the pre-requisite and other important policies you must consider when intending to participate in an internship. By signing this document you are indicating that you understand the guidelines set forth for the Fashion Merchandising Internship Program and you agree to adhere to these requirements. Deviating from these policies may result in termination or ineligibility to participate in TXMI 5910.

3. **Unofficial Transcript** – Should be turned in with your internship application to verify the TXMI courses you have/are currently taking to meet the pre-requisite of 15 credit hours and to verify your current GPA and academic standing.

4. **Internship Agreement Form** – Consists of three pages the Internship Sponsor guidelines, contact and duties, and goals. Each of these acts as guidelines for your time as an intern. It provides the Internship Sponsor with important information and helps solidify goals before starting your internship. *Once you have submitted this form you are bound to that employer.* Interns are not allowed to change sponsors after an acceptance, unless for extreme circumstances; if that is the case the Internship Coordinator must be notified before contact with the Sponsor. **Not following through on your commitment may result in ineligibility for internships in the future.**

5. **FERPA** – Allows the Internship Coordinator to discuss your progress with the Internship Sponsor if necessary.

6. **Memorandum of Understanding** - This is a legal agreement between UGA and your internship placement. This document is required by UGA to be signed and processed before you may register for or begin your internship. It must be hand-signed by your supervisor. As this is a legal document with strict guidelines a set of instructions and example MOU is included in this packet. The blank MOU form is the only form which will not be found in this internship packet. The MOU must be accessed separately through the TMI website as there are blanks you must fill out by typing in your response. The processing of each MOU can take up to 4 weeks thus it is imperative that you correctly complete this document and have it submitted to the Internship Coordinator as soon as possible.
Fashion Merchandising Internship Program

List of TXMI Courses

3210: Fundamentals of Fashion Merchandising
3240: Retail Planning and Buying
3500: Textiles
3520: Textile Testing
3530: Apparel Quality Analysis
3540: CAD for Apparel Design
4160: Product Development
4220: Apparel Line Development and Presentation
4230: Dress, Society, and Culture
4240: Fashion Promotion & Visual Merchandising
4250: Survey of Apparel Manufacturing
4260: Global Sourcing
4270: History of Costume: Antiquity to 19th Cent.
4520: Apparel and Textile Economics
4540: International Textiles and Apparel
4900: Special Topics
5230: Trend Forecasting
5240: Retailing
5250: Global Retailing
5260: Consumer and Employee Case Studies
5270: E-tailing in Apparel and Textiles
5280: Retail Entrepreneurship
5710: Study Tour
5900: Internship Orientation
Fashion Merchandising Internship Program

Internship Application

APPLICATION FOR ADMISSION TO THE FASHION MERCHANDISING INTERNSHIP PROGRAM
Summer 2016

The following application shows intent to complete a Fashion Merchandising Internship and enrollment in TXMI 5910 beginning May 2016. For questions contact Clair McClure (cinabne@uga.edu). The deadline for submitting this form is **February 15, 2016**.

I. Name: __________________________________________

II. Please indicate the TXMI professional electives or major required courses and the grade earned. If you are currently enrolled in the TXMI course you may put “In Progress” or (IP) under grade. You should select the courses that are applicable to your desired internship. In order to remain eligible for an internship you must have a grade of “C” or better (2.5 GPA) in 16 hours of TXMI classes. TXMI 2000 does not count toward the internship.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Semester</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>TXMI 5900</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TXMI</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TXMI</td>
<td>3</td>
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</tr>
<tr>
<td>TXMI</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL HOURS** 16

TXMI **Major** GPA at the time of application: ______

Cell Phone: _______________ UGA Email address: ____________________________

(Must have access to account in summer)

Your 81# __________________

Have you secured an internship? Yes/ No   With what company? __________________________

When will you graduate? __________________________

Please attach a current copy of your Transcript and a *Statement of Understanding*. 
Prerequisites for admission into the Fashion Merchandising Internship Program:

- Satisfactory completion of TXMI 5900
- Select 15 hours of TXMI required classes or professional electives
  - Review the list of TXMI courses for internship credit
  - TXMI 2000 does not count towards the total of 15 required hours
- Maintain a 2.5 GPA and make a “C” or better in the required classes (This will be confirmed for any “in progress” courses you are taking during the semester preceding the start of your internship)

Additional requirements and policies:

*It is your responsibility to read, understand, and adhere to these guidelines. Any questions about these items should be addressed to the Internship Coordinator as soon as possible. Failure to follow the policies listed below may result in termination or ineligibility for the TXMI 5910 Fashion Merchandising Internship Program.*

- Admission into the Fashion Merchandising Internship Program is provisional and will be made public during the spring semester of 2016. Students interested in summer 2016 internships should submit applications by February 15th. At the end of the spring semester, your GPA will be assessed to ensure that you continue to meet the standards for admission into the program. If you decide not to do an internship, you should meet with your advisor to plan course work to replace the internship in your plan of study.
- Once you have accepted an internship with a sponsor you will be required to submit the Internship Agreement Form which requires the Internship Sponsor to list the intern’s duties and responsibilities, the name, address, and contact information of the Internship Sponsor. This form is due during the mandatory internship meeting.
- You and your Internship Sponsor should work together to develop a list of goals that you should meet over the course of the internship.
- Your internship is worth 3 – 6 credit hours (150 field hours = 3 credits; 300 field hours = 6 credits). You may begin working earlier than the official start date for your internship; however you may not begin your internship after June 6, 2016. Interns should carefully judge start and end dates with their employer to ensure that at least 150/300 hours can be completed by the last official day of the internship.

Print Name _____________________________________________________

Signature ________________________________________________ Date ___________________

*Signing and returning this form indicates 1) You are aware of and will abide by these guidelines; 2) That you have retained a copy of these policies for future reference.*
Internship Sponsor Guidelines

1. The Intern will be available to work 10-40 hours per week, **working 150 - 300 hours over the internship period**. The internship period (start and end date) is to be agreed upon between the Internship Coordinator, Internship Sponsor, and Student Intern and documented on the “Internship Agreement Form.”

2. The Internship Sponsor should be willing to work directly with the Student Intern if the business operation is small. If the company is large, the Internship Sponsor is requested to assign a Field Supervisor to the Student Intern in the department that the Student Intern will be working with.

3. The Student Intern’s work experience should be broad. It is suggested that he/she work with designers, salespeople, warehouse or receiving personnel, office workers, and any other pertinent and age appropriate areas in the company if possible. The primary goal is to give the Student a broad view of business operations related to fashion merchandising and some hands-on experience.

5. Student Interns are intended to supplement existing personnel and are not to be considered “in lieu” of necessary staff or to cover the firm’s place of business without direct supervision.

6. Paperwork for the Internship Sponsor will be kept to a minimum. Besides the initial forms, it is anticipated that the Internship Sponsor will only need to complete a Mid-Point Student Evaluation and Final Student Evaluation. These forms will be provided to you by the Student Intern. At your discretion you may keep these evaluations confidential or discuss them directly with the Student Intern.

7. The University of Georgia shall not be liable for any work done by the Student Intern during the Internship Program.

8. Participation in the Internship Program allows the Internship Sponsor the ability to aid in the professional development of the fashion merchandising field while assisting in an individual student’s professional development.

9. Failure on the part of the Internship Sponsor to comply with the policies set forth by the Internship Program or to not meet the work opportunities agreed upon in the signed Internship Agreement will result in the Internship Sponsor not being accepted as an Internship Sponsor for future internship assignments.

Your support of Fashion Merchandising Student Interns is greatly appreciated. Please do not hesitate to contact the Internship Coordinator with any questions or concerns.

______________________________
Internship Sponsor’s Company Name

______________________________
Signature of Internship Sponsor

______________________________
Date
Contact and Duties

The purpose of this form is to confirm internship requirements and expectations prior to the start of the internship. The Fashion Merchandising Program has established requirements that must be met for students to receive course credit for internship. If interested, interns will provide sponsors with copies of all assignments related to the internship. Interns are aware that sponsoring companies may have internship requirements in addition to those of the FM program. If there are any questions please contact Clair McClure, Internship Coordinator (p: 843-442-1689; e: cinabne@uga.edu).

*Once the student and employer have signed this form, the student is bound to the employer. Not following through on this commitment may result in ineligibility for future internship opportunities through UGA.

Student Intern Name ________________________________

Start Date __________________________ End Date __________________________
(no later than June 6, 2016) (no later than July 29, 2016)

How many hours per week is the intern expected to work? ____________

Will the intern reach the appropriate work hours (150 or 300) with your company? Yes _____ No _____
Interns must work 300 hours to receive 6 UGA course credits, or work 150 hours to receive 3 course credits.

Will the intern get paid? _____ No
_____ Yes, at what rate? __________________
_____ Other Compensation: __________________________

What department will the intern assist and will he/she have a title? ________________________________

Describe the duties and other expectations of the intern. Attach a separate sheet if needed.

__________________________________________________________

Company Mailing Address
City/State
Zip Code

__________________________
Supervisor (Print Name)
Supervisor title

______________________
Supervisor Email Address
Phone number

______________________
Intern Signature
Date
Statement of Goals

The purpose of this form is to ensure a win-win experience for both parties. By setting goals before you start, you will have a benchmark against which you can assess your achievements and your personal development. I want you to have the best possible learning experience while helping your company maintain industry success. You and supervisor should identify responsibilities and expectations, set realistic deadlines, and encourage questions and suggestions. Your assignments should be meaningful and challenging as well as benefit the organization.

Student Name ___________________________   Company Name ___________________________

During my internship, I would like to accomplish the following:

Supervisor Initials ___________________________   Date ___________________________

Intern Signature ___________________________   Date ___________________________

Internship Coordinator Signature ___________________________   Date ___________________________
AUTHORIZATION FOR RELEASE OF RECORDS AND INFORMATION

TO: The Board of Regents of the University System of Georgia or any of its member Institutions (hereinafter referred to as the "Institution"), and any Facility where I participate in or request to participate in an applied learning experience (hereinafter referred to as the "Facility").

RE: _________________________________________   (Print Name of Student)

As a condition of my participation in an applied learning experience and with respect thereto, I grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release my educational records and information in its possession, as deemed appropriate and necessary by the Institution, including but not limited to academic record and health information to any Facility where I participate in or request to participate in an applied learning experience, including but not limited to the Facility (hereinafter referred to as the "Facility"). I further authorize the release of any information relative to my health to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the applied learning experience. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an applied learning experience.

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Confidential Records and Information".

I further agree that this authorization will be valid throughout my participation in the applied learning experience. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me by providing written notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Records and Information".

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any action(s) that has already been taken in accordance with this "Authorization for Release of Confidential Records and Information".

In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this "Authorization for Release of Records and Information" may be accepted in lieu of the original.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this "Authorization for Release of Records and Information"; and that I, or my parent and/or guardian, have read carefully and understand the above "Authorization for Release of Records and Information"; and that I have freely and voluntarily signed this "Authorization for Release of Records and Information".

This the ____________________ day of ____________________, 20____.

Participant Signature
Name: ____________________
(Please print)
Witness Signature
Name: ____________________
(Please print)

Parent/Guardian Signature
Name: ____________________
(Please print)
Witness Signature
Name: ____________________
(Please print)
Fashion Merchandising Internship Program

Memorandum of Understanding Instructions

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 company, business, establishment, etc. where you will be interning). 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.

The MOU is automatically dated for a period of 1 calendar year beginning May 1, 2016 – May 1, 2017. These dates do not obligate the Internship Placement to accept or host UGA interns for the entire year, yet covers any interns who might work with the Internship Placement during that timeframe. MOUs for periods longer than your internship would cover any future students who intern with this same business or organization. This eliminates future paperwork for your internship placement.

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 the Internship Coordinator receives the MOU, four additional signatures (two in the College, one in UGA’s Office of Legal Affairs, and one from the UGA President) must be obtained before you can legally begin your internship. Expect this to take a minimum of four weeks. Be aware that you cannot register for TXMI 5910 or begin the internship without the full approval of the MOU.

Be sure to complete all of the blanks (typed, not handwritten):

- The two blanks on the first page for the name of the Internship Placement.
- The Internship Placement signature block (handwritten signature)

**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. (See the “Instructions to Complete an MOU” below.)

The example MOU below is for instruction purposes ONLY – you will need to access the blank MOU as a separate document through the TMI website.
MEMORANDUM OF UNDERSTANDING BETWEEN
THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
BY AND ON BEHALF OF
THE UNIVERSITY OF GEORGIA
AND
Click here to enter text.

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 Click here to enter text., 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 Textiles, Merchandising and Interiors, 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 have 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 responsible for any loss, injury or other damage to the person or property of any student participating in the internship unless
such loss, injury or damage results from the negligence or willful conduct of that party, its agents, officers or employees.

(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 responsibilities as to the student participants that may be imposed upon an employer under any law, regulation or ordinance. 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 1 year, commencing on May 1, 2016 and ending on May 1, 2017. 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.

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<table>
<thead>
<tr>
<th>Internship Placement (Name of business/organization)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Supervisor’s Name</td>
<td>Signature</td>
</tr>
</tbody>
</table>

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

Jere W. Morehead, President | Date |

This should be an original hand signature from your supervisor. The MOU will be returned if this is not hand signed.