MEMORANDUM OF UNDERSTANDING BETWEEN

**THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA**

**BY AND ON BEHALF OF**

**THE UNIVERSITY OF GEORGIA**

**AND**

**<Name of Internship Placement>**

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 <Name of Internship Placement> hereinafter referred to as "Internship Placement".

1. PURPOSE
2. 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.
3. 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.
4. GENERAL UNDERSTANDING
5. 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.
6. 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. Such party shall provide the other party and the student with immediate notice of the withdrawal and written reasons for the withdrawal.
7. There shall be no discrimination on the basis of race, national origin, religion, creed, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, genetic information, age, disability or veteran’s status in either the selection of students for participation in the program, or as to any aspect of the training; 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.
8. In the event the Internship Placement becomes aware of an incident involving harassment, discrimination, or sexual violence and any University student, it will promptly conduct a fair, impartial investigation into the incident to respond to and eliminate any harassment, discrimination, or sexual violence, and to remediate its effects. Internship Placement agrees that to the extent permitted by law, it will notify the University of the outcome of any investigation involving University students. Further, the Internship Placement and its employees will reasonably cooperate with any University investigation into the incident pursuant to the University’s Non-Discrimination and Anti-Harassment Policy and Sexual Misconduct Policy.
9. INTERNSHIP PLACEMENT RESPONSIBILITIES
10. The Internship Placement will retain responsibility for the care of the Internship Placement’s clients and 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.
11. 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.
12. 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.
13. Internship Placement staff shall, upon request, assist the University in the evaluation of the learning and performance of participating internship students, in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.
14. The Internship Placement shall provide for the orientation of internship students as to the philosophies, rules, regulations and policies of the Internship Placement.
15. 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.
16. UNIVERSITY RESPONSIBILITIES
17. 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.
18. 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.
19. 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 operations. Only those students who have satisfactorily met the department’s academic criteria will be allowed to participate in an internship program.
20. If the Internship Placement requires students to obtain professional liability insurance covering the student’s activities in the internship, the 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.
21. The University will encourage 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 student apprised of his or her responsibility:
    1. To follow the administrative policies, standards and practices of the Internship Placement when the student is in the Internship Placement.
    2. To provide the necessary and appropriate uniforms and supplies required where not provided by the Internship Placement.
    3. To report to the Internship Placement on time and to follow all established regulations during the regularly scheduled operating hours of the Internship Placement.
    4. To conform to the standards and practices established by the University while training at the Internship Placement.
    5. To keep in confidence all financial, personal, medical, and health information pertaining to particular clients and customers.

1. The University may require each participating 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.
2. MUTUAL RESPONSIBILITIES
3. The parties will work together to maintain an environment of quality internship learning experiences and quality client and customer care. 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.
4. 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.
5. 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.
6. Unless sooner canceled as provided below, the term of this affiliation shall be for \_\_\_\_ (\_\_\_) year(s), commencing on \_\_\_\_\_ \_\_ and ending on \_\_\_\_\_ \_\_. 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.

SIGNATURES FOLLOW NEXT PAGE

AGREED TO BY:

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Internship Placement (Name of business/organization) Date

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Field Supervisor’s Signature Field Supervisor’s Name

THE BOARD OF REGENTS OF THE

UNIVERSITY SYSTEM OF GEORGIA

BY AND ON BEHALF OF

THE UNIVERSITY OF GEORGIA

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Anisa M. Zvonkovic, Dean Date

College of Family and Consumer Sciences