



MEMORANDUM OF UNDERSTANDING

I. Introduction

This Agreement establishes a basis for mutual understanding between _____ (Employer) and Frederick Community College (the College) in the implementation of the Internship Education concept, recognizing its benefits to the Student, Employer, and College as joint partners in this relationship.

II. Objective of Internship Education

Internship Education is an academic concept designed to strengthen a student's learning experience by integrating on-campus studies with closely related work experience.

III. Responsibilities

The College, Employer and Student interact to ensure that the academic and work experience goals of Internship Education are achieved to the mutual benefit and satisfaction of all parties.

A. The College agrees to:

1. Aggressively screen and match qualified students for referral to work experience opportunities identified by the cooperating employer.
2. Provide qualified students with access to Internship work experience and opportunities.
3. Provide employers with appropriate personal and academic information on qualified student applicants, upon written authorization by the student.
4. Facilitate and coordinate the interview process as a service to both the student and employer.
5. Award credit to participating students who have met the academic requirements of their program.
6. Inform students and employers of any actions which affect student-employer relations.

B. The Employer agrees to:

1. Inform the College's Office of Internship Education of all work experience opportunities which have Internship Education potential.
2. Consider for employment all qualified students prescreened and recommended by the College's Office of Internship Education.
3. Participate with the College's faculty supervisor in the coordination of the student's work experience activities and scheduling.
4. Provide the student with an orientation to the work setting upon initiation of each new internship work experience, as appropriate.
5. Provide the student with meaningful work assignments which, within the confines of employer needs and time-tables, will enhance and complement the student's academic program at the College.
6. Assist the student in the development of specific learning objectives which coincide with the student's career goals and academic programs.

7. Provide students to the extent possible, an overview of all applicable aspects of the industry including organization and management structure, technical and production processes, and major industry, labor, health, environmental, and community issues impacting the business.
8. Evaluate the student's work performance at least once during each internship work experience period. Discuss the evaluation with the student and complete the internship evaluation forms.
9. Handle all personnel processing matters related to the student's employment.
10. Notify the College of any personnel actions taken which may affect the student's standing in Internship Education.
11. Whenever possible, pay the student a wage or salary commensurate with the student's responsibilities, education, experience level and career field.
12. Provide safe and healthful working conditions for the student and hold the College harmless for any injury, illness or damages resulting directly or indirectly from the student's employment activities.
13. Encourage the student to complete his or her academic program at the College.

C. *The Student agrees to:*

1. Enroll in the appropriate Internship Education course, for at least one semester, upon accepting employment in a college-approved Internship Education placement.
2. Attend the initial internship orientation meeting.
3. Continue enrollment in an approved certificate or degree program at the College while participating in a college-approved internship work experience placement.
4. Maintain a minimum Grade Point Average of 2.0 while participating in an internship work experience placement.
5. Identify and write specific work performance and learning objectives relating the internship work experience to his/her academic studies, for each semester enrolled in an internship education course.
6. Keep a Weekly Log of work activities and submit it to the faculty supervisor at mid-term and prior to finals.
7. Participate in activities designed to provide an overview of all applicable aspects of the industry.
8. Prepare a final five to eight page paper summarizing the work experience, or an alternative project approved by your Faculty Internship Advisor.
9. Participate in the student/employer evaluation process.
10. Turn in workbook and all other assignments to the faculty supervisor.
11. Approach responsibility to the employer and College with dedication, enthusiasm, and maturity.

IV. Permanent Employment

Neither the employer nor the student is bound by this agreement to offer or accept permanent employment, although this is often the outcome of an Internship Education relationship. Internship Education placements are not intended to displace current full-time permanent employees of the employer.

V. Equal Employment Opportunity Statement

Frederick Community College prohibits discrimination against any person on the basis of age, ancestry, citizenship status, color, creed, ethnicity, gender identity and expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, sex, sexual orientation, or veteran status in its activities, admissions, educational programs, and employment.

VI. Waiver of Liability Statement

Frederick Community College does not provide liability insurance coverage for Internship Education Students. If liability insurance coverage is required by the participating business it is the responsibility of the student to provide documentation of coverage.

1. _____(business name, please print) hereby agrees to hold Frederick Community College harmless and free from any loss, claim, liability, or damage arising out of the Internship Education Program pertaining to any and all actions undertaken by _____(student name, please print) while participating in the Internship Education Program.

2. _____(student name, please print) hereby agrees to hold Frederick Community College harmless and free from any loss, claim, liability or damage arising out of participation in the Internship Education Program.

I certify that I have read, understood and have received a copy of this Memorandum of Understanding.

Employer Representative Date

Faculty Internship Advisor Date

Student Date

Internship & Apprenticeship Coordinator Date