

## MEMORANDUM OF AGREEMENT

### Internship Agreement of Responsibilities

#### I. INTRODUCTION

During (SEMESTER & YEAR), Georgia Southwestern State University student, (NAME OF INTERN), hereinafter referred to as “Intern” will conduct an internship with (NAME OF EMPLOYER), hereinafter referred to as “Employer” under the supervision of (WORK-SITE SUPERVISOR). The faculty internship advisor for this internship will be (FACULTY INTERNSHIP ADVISOR NAME).

#### II. AFFILIATING AGREEMENT

This agreement establishes a basis for agreement between Georgia Southwestern State University, hereinafter called “University,” the Employer, and Intern.

#### III. OVERVIEW OF INTERNSHIP

This internship is designed to strengthen a student’s work-related competencies by integrating education with closely related practical work experiences.

#### IV. THE UNIVERSITY AGREES TO:

- A. Ensure that programs and services are available to all persons without regard to ethnic group identification, creed or religion, sex, national origin, physical or mental disabilities, marital status or age.
- B. Orient students to internship program.
- C. Provide guidance to students and collaborate with internship sites in establishing and meeting specific, measurable and attainable work-based learning objectives.
- D. Acknowledge the Employer’s right to hire employees or interns or accept volunteers based on the Employer’s hiring criteria and availability of open positions.
- E. Provide faculty internship advisor, who will make at least one visit, either in-person or virtually to the work site, when feasible.
- F. Communicate with the work-site supervisor for the purpose of evaluating the student’s success in achieving work-based learning objectives.
- G. Meet with students on an as-needed basis to ensure they understand the requirements for succeeding in the internship program.
- H. Acknowledge that neither the University nor the Employer shall be responsible for any loss, injury or other damage to the person or property of any student or faculty member 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.

#### V. THE EMPLOYER AGREES TO:

- A. Provide equal employment opportunity to Intern without regard to ethnic group identification, creed or religion, sex, national origin, physical or mental disabilities, marital status or age.
- B. As required by law, comply with all appropriate federal and state employment regulations.
- C. Provide orientation and training regarding Employer’s work performance expectations.
- D. Coordinate with the faculty internship advisor to create and provide opportunities to meet specific, measurable and attainable work-based learning objectives.
- E. Inform Intern of the probability of working sufficient hours for the number of internship units attempted during the current period of enrollment.
- F. Provide a safe and supportive atmosphere to enable students to apply academic learning to the work environment.

- G. Provide adequate facilities, equipment and materials at the work-site to achieve approved on-the-job learning objectives.
- H. Provide adequate supervision, which includes, but is not limited to, recommending and approving learning objectives, signing time sheets, meeting briefly with the faculty internship advisor, and completing end-of-the-semester evaluations on the Intern's progress.
- I. Notify the Director of Experiential Learning or faculty internship supervisor immediately should problems arise concerning a student's involvement in the internship.
- J. Acknowledge that neither the University nor the Employer shall be responsible for any loss, injury or other damage to the person or property of any student or faculty member 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.

**VI. THE INTERN AGREES TO:**

- A. Adhere to Employer's work hours, policies, procedures and rules governing professional staff behavior.
- B. Adhere to Employer's policies governing the observation of confidentiality and the handling of confidential information.
- C. Assume personal and professional responsibilities for his or her actions and activities.
- D. Maintain professional relationships with the Employer's staff, customers and so forth.
- E. Utilize a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
- F. Relate and apply knowledge acquired in the academic setting to the agency setting.
- G. Develop a self-awareness regarding attitudes, values, behavior patterns and so forth that influence work.
- H. Be consistent and punctual in the submission of all work assignments to the agency supervisor and faculty internship supervisor.
- I. Notify your agency supervisor in advance, if you are unable to attend work or need to adjust your schedule.
- J. Notify the Director of Experiential Learning or faculty internship supervisor immediately should problems arise concerning the internship.
- K. Record, review and sign weekly time logs as requested by agency supervisor and faculty advisor.

**SIGNATURES OF PARTIES**

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**Employer Representative Name (Printed)**

\_\_\_\_\_  
**Faculty Internship Advisor Name (Printed)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Intern Name (Printed)**

\_\_\_\_\_  
**Director of Experiential Learning Name (Printed)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**