

## INTERNSHIP PROGRAM MEMORANDUM OF UNDERSTANDING

**Purpose:** Northern Vermont University Internship Program provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method of promoting the academic, personal, and career development of students. This memo of understanding specifies general responsibilities of the parties involved: Student, Site Supervisor, and University.

### Responsibilities of Northern Vermont University:

1. Encourage the student's productive contribution to the overall mission of the Site Sponsor;
2. Certify the student's academic eligibility to participate in an internship agreement;
3. Establish guidelines and standards for the conduct of its co-op/internship program and to make guidelines and standards available to the Site Sponsor;
4. The University will oversee the internship progress to include coordination, visits, supervision or the student and the awarding of credit;
5. Maintain communication with the Site Sponsor and clarify University policies and procedures;
6. Maintain the confidentiality of any information designated by the Site Sponsor as confidential;
7. Maintain general liability insurance in an amount not less than one million dollars. The University will provide evidence of such insurance coverage to the Site Sponsor upon request;
8. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the University and the Site Sponsor.

### Responsibilities of the Site:

1. Site Agency will designate the appropriate employee to serve as the student's Site Supervisor.
2. Site Agency will make available equipment, supplies, and space necessary for the student to perform his/her duties.
3. Site Agency will provide a safe working environment.
4. Site Agency will not displace regular workers with students secured through internship referral.
5. Will not discriminate in employment policies or practices on the basis of race, color, creed, gender, sexual orientation, gender identity or gender expression, qualified disability, national or ethnic origin, marital status, religion, age, or veteran's status;

### Responsibilities of the Site Supervisor:

1. Will be the principle agent for providing experiential learning;
2. Designate an employee to serve as the student's site supervision with responsibilities to help orient the student to the site and its cultures, to assist in the development of learning objectives, to confer regularly with the student and his/her faculty supervisor and to monitor the progress of the student;
3. Will complete bi-weekly reports, a midterm evaluation and a final evaluation (or predetermined equivalent) of the student's work performance, and will submit these evaluations to the Northern Vermont University faculty supervisor;
4. Make available equipment, supplies, and space necessary for the student to perform his/her duties;
5. Provide a safe working environment;
6. Will not displace regular workers with students secured through co-op/internship referral;
7. Will not discriminate in employment policies or practices on the basis of race, color, creed, gender, sexual orientation, gender identity or gender expression, qualified disability, national or ethnic origin, marital status, religion, age, or veteran's status;
8. Allow a faculty representative to visit the worksite to confer with the student and the site supervisor

9. Will contact the University's faculty supervisor as early as possible if a problem arises during the internship;
10. Will maintain general liability, a professional liability and worker's compensation insurance in amounts acceptable to the University. The Site Supervisor will provide evidence of such insurance coverage to the University upon request.
- 11. Regarding COVID-19:** The internship site will comply with all relevant safety guidance from the CDC, and state and local health authorities regarding workplace health and safety currently in effect, such as (but not limited to) cleaning and sanitation, social distancing, limited size of gatherings, and providing adequate personal protective equipment (PPE) for the student, and the site supervisor will make the student aware of what the site safety measures are.

### Responsibilities of the Student:

1. Maintain student status and abide by the regulations, policies, and practices of both the internship site and the University;
2. Adhere to the standards of the profession and act accordingly;
3. Strive to learn as much as possible from the Site Supervisor regarding job experience, work attitude, and skill development;
4. Honor the confidentiality of any information about individuals, students, staff, or internship site;
5. Utilize supervision and be open to direction and constructive criticism;
6. Take responsibility for their own preparation and readiness to contribute effectively to assigned tasks;
7. Complete bi-weekly reports, a mid-term evaluation and final self-evaluation, and final report, and/or other pre-determined academic assignments and evaluation criteria;
8. Contact the University Faculty Supervisor if there are questions or concerns related to the internship;
9. Maintain personal health, accident, disability, and hospitalization insurance coverage, as well as professional liability insurance if applicable;
10. Regarding COVID-19: Abide by the health and safety guidelines issued by federal (see CDC guidance), state, and local authorities, as well as any requirements of the facility. Exercise great care to protect self and others; such protective measures may include (but are not limited to): wearing a face mask or other personal protective equipment, maintaining at least six feet (or other required minimum) from other people, washing or sanitizing hands often, abiding by the State travel restrictions, and ensuring the cleanliness of immediate workspace. Immediately notify supervisor of any concerns regarding the health and safety of the workspace. In addition to any site health and safety guidelines, all students must follow NVU guidelines found here: <https://www.northernvermont.edu/about/nvu/nvu-during-covid-19>.

**Terms of Internship Arrangement:** The Internship Site or the University reserves the right to terminate the internship at any time for just cause. However, consultation between both parties will take place prior to such action. Should termination occur at the Site's request, the Site Supervisor will provide the Northern Vermont University faculty supervisor with an evaluation of the student's work performance prior to termination and an official letter regarding the reason for termination. The University may request termination of the arrangement for any student not complying with university guidelines and procedures for the Internship program.

## SIGNATURES

*The signatures below indicate that the persons so named have read this form and agree to its terms.*

**Internship Starting Date:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_

**Major or Department:** \_\_\_\_\_

### Check campus:

**NVU-Johnson/ NVU-Online** [Please return a signed copy to Nolan Atkins, Provost, Northern Vermont University-Johnson, 337 College Hill, Johnson, VT 05656 or via email to [Nolan.Atkins@NorthernVermont.edu](mailto:Nolan.Atkins@NorthernVermont.edu) ]

**NVU- Lyndon** [Please return a signed copy to: Amy Wright, Director of Career Services, Northern Vermont University-Lyndon, 1001 College Road, Lyndonville, VT 05851 or via email to [Amy.Wright@NorthernVermont.edu](mailto:Amy.Wright@NorthernVermont.edu) ]

### STUDENT INTERN

I agree to the contents of my Internship Contract. I further agree that I wish to continue my internship even if my internship site does not have liability insurance that covers me.

Student Name (please print or type) \_\_\_\_\_

Student Signature and Date: \_\_\_\_\_

### SITE SUPERVISOR

I agree to provide the experiences outlined in the Internship Contract and to comply with the rules described in this Memo of Understanding.

**Check if applicable:** Our site's liability insurance does not cover student interns and the student understands and agrees to continue with the internship, regardless.

Site Supervisor Name (please print or type): \_\_\_\_\_

Site Supervisor Signature and Date: \_\_\_\_\_

### FOR NORTHERN VERMONT UNIVERSITY (to be completed by Career Services)

Employee Name (please print or type): \_\_\_\_\_

Employee Signature and Date: \_\_\_\_\_