

MEMORANDUM OF UNDERSTANDING: ULM Student Internship

This Memorandum of Understanding, effective _____ (date), is among the **University of Louisiana Monroe**, in Monroe, Louisiana, hereinafter referred to as the **University**;

(employer: business/agency/University office), hereinafter referred to as the **Business**; and
_____, (ULM student), hereinafter referred to as the **Student**.

It is agreed by the aforesaid parties to be of mutual interest and advantage that the ULM student involved in one of the Internship Programs at the University of Louisiana Monroe be given the opportunity for and benefit of experiential learning through an internship provided by the Business.

The aforesaid parties understand the following:

I. The Business agrees to

1. Provide a planned, supervised program of internship experience that is mutually acceptable to the University and the Business.
2. Maintain complete records and reports on each student's performance and provide written evaluations of each student's performance to the University at the end of each semester.
3. Request the University to engage in a joint evaluation of any student whose performance is questionable, whose personal characteristics seem to prevent desirable relationships within the Business, or whose health status becomes a detriment to the student's successful completion of the internship.
4. Upon reasonable request, permit the inspection by the University of the Business facilities, records pertaining to the internship experience, student records, and such other items pertaining to the Business's internship program.
5. Assign an internship supervisor (an employee of the Business), who shall be a person mutually agreeable to the University and the Business and who shall be responsible for mentoring the student intern as well as supervising and evaluating the student's internship performance.
6. Immediately notify the University in writing of any change or proposed changes in the program.

II. The University agrees to

1. Send the name of each student intern to the Business as soon as possible before the beginning date of the internship.
2. Supply, with the student's permission, any additional information required by the Business prior to the employment of the student intern.
3. Assign to the Business only those students who meet, so far as can be ascertained, the requirements of both the Business and the University.
4. Make available a ULM faculty or staff member to discuss with the designee of the Business the assignment to be assumed by the student in the internship program.
5. Comply with all established policies and practices of the Business as such policies and practices are made known to the University. The University further agrees that students will be subject to all rules and regulations pertaining to regular employees of the Business.
6. Notify all participating students that their appearance and performance on duty will be commensurate at all times with the position that they are preparing to assume.

III. The student agrees to

1. Provide and maintain personal health insurance.
2. Follow the administrative policies of the Business, including confidentiality policies, personnel practices, business protocol, etc.
3. Provide his/her personal transportation and living arrangements.
4. Report to the Business at the agreed-upon times and follow all established rules and regulations during regularly scheduled operating hours of the Business.

5. Abide by the NACE Code of Ethics.
6. Abide by the ULM Code of Student Conduct and any other documents pertinent to specific University departments/programs as they relate to professional behavior in internships.

IV. It is mutually agreed that

1. The University and the Business will indemnify, defend and hold each other innocent for and against any and all losses, damages, expenses, or other liabilities including attorneys' fees, court costs, and related costs of defense, arising from or in any way connected with claims for personal injury, death, property damage or contractual liability that may be asserted against the University or the Business by any party(ies), which arise or allegedly rise out of action, inaction, or breach by their own employee, student, agent, or representative while in the conduct of the internship experience.
2. The Business will assess no fees to the University or student for the use of the Business's resources in connection with this internship program.
3. Neither the University nor the Business shall discriminate against any student during this affiliation because of race, color, sex, creed, age, or national origin.

V. Terms of Agreement:

1. Any of the above parties hereto may, upon giving thirty (30) days' written notice, terminate this Memorandum.
2. Revisions to this Memorandum become effective upon approval of the parties hereto through written communication from all parties.
3. The University and the Business shall comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and Title II of the Older Americans Amendments of 1975, and all related regulations, and assure that they do not, and will not, discriminate against any person on the basis of race, color, sex, creed, national origin, age or handicap under any program or activity receiving Federal financial assistance. Nothing in this agreement is intended to be contrary to State or Federal laws. In the event of conflict between terms of this agreement and any applicable State or Federal law, that State or Federal law will supersede the terms of this agreement. In the event of conflict between State and Federal laws, Federal laws will govern.
4. Periodic reviews of programs and policies will be conducted under the auspices of the University of Louisiana Monroe's Office of Academic Affairs.

- _____
Signature _____
 Printed Name: _____ *Date*
Business/Agency/University Office representative *Name of Business/Agency/Office*

- _____
Signature _____
 Printed Name: _____ *Date*
ULM Student Intern *CWID number*

- _____
Signature _____
 Ann Bloxom Smith/Director *Date*
 ULM Office of Academic Internships

This Memorandum of Understanding should be signed and dated by the Business representative and Student intern and returned to the

ULM Office of Academic Internships
700 University Avenue
Monroe, LA 71209