

# MEMO OF UNDERSTANDING

The purpose of this *Memo of Understanding* is to specify the academic internship goals, objectives, and expectations for the student identified below, as they relate to the requirements of his/her specific college/department at Radford University. This memo focuses on the academic expectations of the internship and is in addition to the *Radford University/Agency Internship Program Agreement* and the *Student Internship Agreement*.

## STUDENT:

Name : \_\_\_\_\_

Major: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## ACADEMIC INFORMATION

Academic Internship: (Academic Area) \_\_\_\_\_

Hours of Academic Credit: \_\_\_\_\_ s.h. Credit Option \_\_\_\_ A/F \_\_\_\_ P/F

Course Number: \_\_\_\_\_ Semester: \_\_\_\_\_

Highlander Internship: Center for Experiential Learning

Faculty Experiential Learning Advisor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## INTERNSHIP SITE INFORMATION

Name of Internship Agency: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Department/Address \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax Number: \_\_\_\_\_

## INTERNSHIP SPECIFICATION:

Period of Internship: From \_\_\_\_\_ through \_\_\_\_\_

Hours: \_\_\_\_\_ hours/week Total hours: \_\_\_\_\_

Intern's Position Title: \_\_\_\_\_

Rate of Pay (if applicable): \$ \_\_\_\_\_ per \_\_\_\_\_

**Radford University Internship Specifications and Expectations:**

1. An internship is a supervised experience for students in a profit or not-for-profit work setting for a specified period of time (generally one semester).
2. Internships carry academic credit and can be paid or unpaid.
3. Internships must follow university policies concerning liability and insurance.
4. Internships may take place during the spring, summer, and/or fall academic sessions.
5. *Academic internships* are upper division learning experiences for students with more than 60 credit hours who meet the specific GPA and other requirements set by the supervising college or department. Academic internships must be supervised by a member of the teaching faculty.
6. *Highlander internships* are designed for students who have generally earned 15-60 credit hours and focus on major and/or career exploration. Highlander internships are administered by the Center for Experiential Learning. Highlander internships carry one hour of P/F academic credit.
7. Each individual student intern will have specified learning objectives, developed in collaboration with the internship site; and will be evaluated on those learning objectives.

The student’s department/college will provide specific academic procedures, expectations, and assessment criteria for the student. Please review these attached documents which include:

- College/Departmental Requirements/Policies
- Student Learning Objectives and Outcomes
- Student Evaluation Criteria
- Other: \_\_\_\_\_

**The Agency Agrees:**

The *Radford University/Agency Internship Program Agreement* (or other approved agreement) serves as the overall partnership agreement between the Agency and the University. The University prefers that this agreement be on-going, but upon request from the Agency, will approve a “one-time-only” agreement for a single student. According to our records, your Agency’s status is as follows:

- An on-going *Radford University/Agency Internship Program Agreement* or other approved agreement is on file.
- A one-time-only *Radford University/Agency Internship Program Agreement* is on file.

The *Memo of Understanding* outlines the academic expectations of the student’s college/department as related to this specific internship. Upon review and acceptance of the *Memo of Understanding*, the Agency Site Supervisor signs the Memo to formally “offer” the internship opportunity to this student.

**The Student Agrees:**

The student signs the *Student Internship Agreement* and the *Memo of Understanding* to formally “accept” the internship offer. The *Student Internship Agreement* outlines the expectations and agreements made between the student and the university and agency and the *Memo of Understanding* outlines the specific expectations of the student’s college/department as related to this specific internship.

- Signed *Student Internship Agreement* on file.

**The University Agrees:**

The University “partners” with the Agency through the signing of the *Radford University/Agency Internship Program Agreement* (or other approved agreement). The College/Department “partners” with the Agency and the Student through the signing of the *Memo of Understanding*.

Student Intern: \_\_\_\_\_  
 Signature Date

Agency Site Supervisor: \_\_\_\_\_  
 Signature Date

Faculty Experiential Learning Advisor: \_\_\_\_\_  
 Signature Date

# RADFORD UNIVERSITY

## STUDENT INTERNSHIP AGREEMENT

*Participants should read this Student Internship Agreement, complete all required information, and attach required documentation.*

I, the undersigned student, agree to accept an internship with the agency named below. I enter into this internship agreement with the full knowledge that the internship agency has committed considerable time and resources so that I can enhance my educational experience through this program. I further agree to comply with the following statements of General Understanding.

### STUDENT:

Name : \_\_\_\_\_

Major: \_\_\_\_\_ Student ID #: \_\_\_\_\_

### ACADEMIC INFORMATION

Sponsoring Area:

Academic Internship: (Academic Area) \_\_\_\_\_

Hours of Academic Credit: \_\_\_\_\_ s.h.      Credit Option    \_\_\_ A/F    \_\_\_ P/F  
Course Number: \_\_\_\_\_      Semester: \_\_\_\_\_

Highlander Internship: Center for Experiential Learning

### INTERNSHIP SITE INFORMATION

Name of Internship Agency: \_\_\_\_\_

Period of Internship:      From \_\_\_\_\_ through \_\_\_\_\_  
Hours: \_\_\_\_\_ hours/week      Total hours: \_\_\_\_\_

Intern's Position Title: \_\_\_\_\_

Rate of Pay (if applicable):      \$ \_\_\_\_\_ per \_\_\_\_\_

### INSURANCE VERIFICATION / PERSONAL INJURY STATEMENT

1. Does Intern have personal health insurance (individually purchased, through parents or through an employer)?

*Note: Some internship sites require an Intern to have health insurance coverage.*

\_\_\_\_\_ Yes

\_\_\_\_\_ No, I do not have personal health insurance. I understand that any medical care, including emergency care, that I might receive will be my sole expense and responsibility. \_\_\_\_\_  
(Intern initials)

2. Radford University students who are engaged in internships under the teaching supervision of University faculty, whether on or off campus are protected by the state's self-insured medical malpractice coverage or the state's self-insured liability coverage. The student must be engaged in activities which are in the approved course internship/practicum. Activities outside the approved course internship/practicum are not covered.

Personal Injury Statement: I agree to indemnify and hold Radford University harmless from any and all claims of injury to myself or any other person and/or damage to any property arising from or connected with my internship at the Agency named below.

\_\_\_\_\_ at \_\_\_\_\_.  
(Position title) (Internship Agency)

11/23/1999

## GENERAL UNDERSTANDING

Intern will have the opportunity to participate in training and observation at the Internship Agency (or "Agency") in accordance with this agreement. Intern understands and agrees to abide by all requirements, provisions, terms and conditions of this Agreement in consideration for the opportunity to participate in an internship program at this agency.

1. **Intern understands** that he/she must follow all internship policies and procedures specified by his/her individual college and/or department.
2. **Intern understands** that he/she must be on the experiential learning site regularly and punctually. He/she has only the privileges allowed the regular employees of the agency and must not ask the Agency for or take time off from work for any university requirements without first obtaining the consent of the Faculty Experiential Learning Advisor and the Agency. Interns will not be allowed to take academic work for credit that conflicts with the regularly scheduled work hours of the internship.
3. **Intern understands** that the Agency retains overall supervisory responsibility for and authority over Intern's work effects and over all operational matters, and that Agency will maintain administrative and professional supervision of Intern at all times while Intern is present at the Agency. If Intern has any questions or concerns regarding Agency policies and procedures, the conduct of the program, Intern's duties in the program, or any other issues related to Intern's presence at Agency, Intern will consult with his or her Agency Coordinator or other supervisor at Agency. Intern agrees to work cooperatively with Agency staff to maintain an environment of quality learning.
4. **Intern understands** that he/she will not publish or permit others to publish any materials relative to any internship, which materials have not been previously reviewed and approved for publication by both the Agency and the University.
5. **Intern understands** that his or her opportunity to participate in an internship at the Agency is at the discretion of the University and at the ultimate discretion of the Agency, and that either -- University or Agency may, upon written notice to Intern and to the other party, immediately withdraw Intern at any time from an internship based upon any criminal or fraudulent activity on the part of the Intern, perceived lack of competency on the part of the Intern, Intern's failure to comply with the rules and policies of the University or Agency, Intern's failure to comply with the terms and conditions of this Agreement, or for any reason for which either the University or Agency reasonably believes it is not in the best interest of the program for the Intern to continue. The intern may also be subject to disciplinary action, which could result in suspension from the university in addition to failure in the course.
6. **Intern understands** that tasks performed by students are part of a planned and scheduled program of work and that absence from work necessitates re-planning and rescheduling of work expected of that intern. Therefore, in case of sickness or other emergency that necessitates the intern's absence from work, the internship agency should be notified by telephone as early as possible. If an absence will cause the student to miss a full week or more, the Faculty Experiential Learning Advisor should also be notified. An intern may not leave the internship without prior approval of the Faculty Experiential Learning Advisor, and the Agency. Interns are subject to the university policies regarding class attendance and course withdrawals.
7. **Intern understands** that if it becomes necessary to withdraw from the internship for documented medical or other non-academic reasons, the student should contact his/her Faculty Experiential Learning Advisor and the internship agency. If the internship is the student's only credit, the student should also contact the Office of the Assistant Vice President for Student Development. Students who must withdraw or who leave without prior approval will be subject to the university policies regarding course and university withdrawals.
8. **Intern understands** that in the event that he/she is receiving financial compensation for the internship, it is understood that during the period of the internship, the student is to give primary concern to the accomplishment of internship objectives and secondary concern to his/her status as a paid intern. Any student intern who is permanently or temporarily laid off must notify the Faculty Experiential Learning Advisor immediately.
9. **Intern understands** that there may be professional fees associated with the internship and that the intern will be informed of those fees by the Agency prior to the confirmation of the internship.
10. **Intern understands** that this agreement is not to be construed as an employment contract or promise of future employment

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquires about this policy may be directed to the Director of Personnel/Equality Opportunity at 704 Clement Street. Telephone: voice (540) 831-5421; hearing impaired (540) 831-5128. Internship Agencies are required to sign a statement certifying that their organization is also an equal opportunity employer.

**IN WITNESS WHEREOF, I have caused the AGREEMENT to be duly executed, intending to be bound thereby:**

BY: _____	_____
Signature of Intern	Date
Reviewed by: _____	_____
Faculty Experiential Learning Advisor	Date
Reviewed by: _____	_____
Internship Agency Site Coordinator	Date

# **RADFORD UNIVERSITY/AGENCY SITE EXPERIENTIAL LEARNING PROGRAM AGREEMENT**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, between \_\_\_\_\_, hereinafter called “the Internship Agency” or the “the Agency” and Commonwealth of Virginia, Radford University, also called “the University.” WITNESSTH that the Internship Agency and the University, in consideration of mutual covenants, promises and agreement herein contained, agree as follows:

## **UNIVERSITY RESPONSIBILITIES**

Throughout the duration of this agreement, Radford University will be responsible for:

1. Administering the internship program at Radford University by providing current information to both students and employers to assist in facilitation of internship agreements;
2. Reviewing and evaluating the proposed objectives of each individual student as they relate to the internship position description supplied by the Agency;
3. Providing the following documentation for each student intern: *College/Departmental Requirements, Learning Objectives, and Student Internship Agreement*;
4. Evaluating the student’s progress at least twice during the internship period;
5. Assigning the student’s grade for the internship after consultation with staff of the employing agency;
6. Addressing Agency concerns or problems related to the administration of the internship program as a whole, or of an individual intern.

## **AGENCY RESPONSIBILITIES**

Throughout the duration of this agreement, the Agency will be responsible for:

1. Providing a job description(s) to be used by the university internship coordinator(s) and student(s) to determine appropriateness of the internship;
2. Providing the intern with periodic assessment of progress and a written evaluation of the intern no later than the last week of the internship;
3. Providing the intern with adequate information and instruction of safe, effective functioning in the workplace;
4. Making the final selection of internship students in accordance with the Americans with Disabilities Act and Equal Employment Opportunity statutes;
5. Furnishing the University with the name of a specific person within the agency to serve as a point of contact for liaison, communications, etc. (this may be specific for each student or a single individual for all students);
6. Abiding by state and federal laws applicable to employment;

7. Agreeing to receive no remuneration for this program.

11/23/1999

## TERMS OF AGREEMENT

1. This agreement becomes effective on the date of acceptance and signature by the University and the Agency. Unless otherwise indicated, it shall continue indefinitely unless cancelled or modified by either the University of the Agency. Cancellation or modifications must be put in writing and, except in extraordinary circumstances, should not effect an intern currently serving in an internship position.

Please check one:

- This agreement shall be reviewed annually or continue indefinitely unless cancelled.
- This agreement shall be in effect for the period of time specified below:  
Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

2. This agreement is not to be construed as an employment contract or promise of future employment.

*The agreement documents shall consist of this signed agreement and any attached signed student intern agreements, all of which are incorporated herein.*

**The signatures below indicate agreement to the terms and conditions contained therein.**

Agency/Company/Organization: \_\_\_\_\_

Representative's Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ / \_\_\_\_\_ Fax # \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Radford University

Director: Materiel Management & Contracts \_\_\_\_\_

Date: \_\_\_\_\_

### Statement of Equal Opportunity

Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquires about this policy may be directed to the Director of Personnel/Equality Opportunity at 704 Clement Street. Telephone: voice (540) 831-5421; hearing impaired (540) 831-5128.

Please certify that you are an equal opportunity employer by signing the statement below.

I certify that \_\_\_\_\_ is an equal opportunity employer.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
(Agency Internship Site Coordinator)