



## **International Memorandum of Understanding Utah Valley University - Internships**

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_ between Utah Valley University, a Utah non-profit corporation and educational institution with its principle campus located at Orem, Utah (hereinafter referred to as “UVU”) and \_\_\_\_\_, hereinafter referred to as the “Experience Provider:”) located at \_\_\_\_\_.  
Phone Number: \_\_\_\_\_

### **PURPOSE OF THE AGREEMENT**

The purpose of this agreement is to articulate the arrangement by which UVU shall provide off-campus internship experiences for its student as interns with the assistance of the Experience Provider.

### **GENERAL CONSIDERATIONS**

- An internship is a cooperative program between UVU and approved Experience Providers. The Experience Providers provide supervision, facilities, and instruction, which help students acquire the skills and knowledge needed in their chosen field of study or occupation.
- This agreement is for the period agreed upon between the Experience Provider and UVU.
- This agreement may be terminated by UVU or the Experience Provider for good and sufficient cause by providing reasonable advance written notice to each other.

### **STUDENT EMPLOYMENT RELATIONSHIP**

In the event the student receives monetary compensation from the Experience Provider, the student will be an employee of the Experience Provider for purposes of compliance with applicable state and federal laws. However, if the student works without receiving compensation from the Experience Provider, the student will be considered to be a volunteer worker of UVU.

### **THE STUDENT AGREES TO:**

- Comply with the Experience Provider’s policies, procedures, and dress and grooming standards.
- Adhere to the UVU Code of Conduct.
- Enroll as an academic internship student and perform the duties indicated unless released by UVU and the Experience Provider.
- Report serious problems, including safety and personnel problems, to the Director of Internship Services and the Experience Provider.
- Provide evidence of health insurance.
- Execute a separate Learning Agreement with the applicable UVU department internship coordinator outlining specific learning objectives, duties and responsibilities.
- Work conscientiously, under the direction of the supervisor assigned by Experience Provider, submitting all reports and assignments as required.

**THE EXPERIENCE PROVIDER AGREES TO:**

- Accept a mutually approved student without discrimination because of race, color, sex, creed, national origin, religion, age or disability.
- Designate an individual who will serve as the liaison with UVU and the student.
- Involve the student for the entire period of the internship as agreed unless this agreement is terminated for cause.
- Give the student opportunity to perform a variety of tasks to acquire and practice various skills.
- Orient the student to the Experience Provider’s rules, policies, procedures, methods, and operations.
- Evaluate the student’s performance and notify UVU’s Director of Internship Services immediately of any cause of dissatisfaction with or of misconduct on the part of the student.
- Accept the primary responsibility for supervision of the student at the internship site.

**UVU AGREES TO:**

- Assume general responsibility for the pre-internship orientation, academic instruction, advisement and evaluation of the student, to include informing the student that he/she is subject to the rules, policies and procedures of the Experience Provider.
- Designate a Department Internship Coordinator for each internship.
- Communicate and consult with the Experience Provider to facilitate the successful operation of the internship program.
- Ensure the Department Internship Coordinator strives to promote harmony and cooperation between the Experience Provider, the student, and UVU.
- Provide liability insurance for the student to cover damage or harm caused by the student in the amount of \$1,000,000 per student, per occurrence, \$3,000,000 in the aggregate, when this agreement is signed and returned to the UVU’s Director of Internship Services office.

**Experience Provider**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attention: \_\_\_\_\_  
 (printed name of site supervisor)

**Utah Valley University**

Marsha Haynes  
 Director of Internship Services & Student Employment  
 800 West University Parkway  
 Orem, Utah 84058-5999  
 (801) 863-6004, Fax: (801) 863-8051

The Experience Provider:

Utah Valley University:

By: \_\_\_\_\_  
 Administrator or Responsible Officer

By: \_\_\_\_\_  
 Marsha Haynes  
 Director of Internship Services & Student Employment

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

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

(Revised per Joe Marrott by MH – 8/3/07)