MOU Tracking Process

The publicly viewable spreadsheet is available at: go.uvm.edu/moutracking
This information will be viewable by employers, UVM staff, and students
It can be edited by internship coordinators and members of the Career Center

The spreadsheet contains the following information:

Organization name
Org contact person: The employer who has been in communication about the MOU
Org email & phone
UVM Contact Person: This is a pull-down list containing the names of UVM internship coordinators. The UVM staff/faculty member who is in communication with the organization should select their name from this list. Names can be added.
MOU Signed: Changed when the MOU was signed by the employer. This should be completed by the UVM staff/faculty member. Options are “signed” and “questions for risk management”
Copy Submitted to Career Center: Only the Career Center can change this entry. Options are (blank) and “yes”
Date Effective: Entered by the Career Center when the document is signed by the director of the Career Center
MOU Expiration Date: Will auto-populate to 5 years from the effective date
Notes: Other relevant information can be entered, though please remember that this document is public, and sensitive information should not be included.

UVM Staff/Faculty member process:

• First, check spreadsheet to see if an MOU is already in place. If so, no further action is needed
• Present MOU to employer using the supplemental information sheet, if needed. Enter the employer’s contact information in the blue cells
• If the employer has specific questions about the MOU, including questions about the liability insurance requirements, please enter “Questions for Risk Management” and contact Amanda Chase: amanda.chase@uvm.edu
• When the employer has signed the MOU, complete the blue cells in the spreadsheet and send the signed document to the Career Center: career@uvm.edu
• When the document has been signed by the director of the Career Center, the Career Center will contact the organization contact to let them know and to offer UVM’s signed copy of the document

UVM Career Center process:

• Check the spreadsheet on a weekly basis to see if there are any MOUs waiting to be approved
• When a UVM staff/faculty member emails to say that an organization has signed the MOU, print the attached document and have the director of the Career Center review and sign
• Go to the spreadsheet and enter relevant information in the green cells
• Contact the organization to let them know that the MOU is approved, and offer UVM’s signed copy of the document
• Keep a copy of the signed document on file
• If questions arise about the MOU, consult with Risk Management during the semi-monthly scheduled meetings