UNIVERSITY/INTERNSHIP SITE MEMO OF UNDERSTANDING
University of Vermont

I. Purpose. Internships for students at the University of Vermont provide an educational opportunity whereby students complement their academic preparation with direct practical experience. Combining productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students.

II. Terms:

Academic Supervisor: the University of Vermont faculty member who assigns academic work relevant to the internship and evaluates this academic work.

Internship Site Supervisor: The Internship site staff member who coordinates training and assignment of projects and tasks at the internship site to advance student learning goals.

III. Responsibilities.

To help ensure the interests and promote the benefits of an internship arrangement for all parties involved, the parties agree to the following mutual responsibilities between students, the University and organization:

________________________________, (hereafter “the internship site”).

A. The Academic Supervisor will advise students that they are responsible to:
   1. Comply with internship site policies and procedures.
   2. Initiate and maintain contact with academic sponsor during the course of the internship.
   3. Enroll in an internship class for academic credit and engage in the academic work required by the internship site and the academic sponsor.
   4. Work toward the goals of the student learning contract.
   5. Report problems including safety and/or personnel problems to appropriate avenues of support at the internship site, and/or the academic sponsor or Career Center personnel.
   6. Conduct themselves in a professional manner and in ways consistent with the University’s Code of Student Rights and Responsibilities and in compliance with the internship site’s personnel policies.

B. The University is responsible to:
   1. Designate an academic supervisor with responsibilities to assist in setting learning objectives in a Learning Contract, to confer with internship site supervisor as needed, to monitor progress, and to evaluate the academic performance of the student.
   2. Certify the student's academic eligibility to participate in an internship assignment.
   3. Establish guidelines and standards for internships and make these guidelines and standards available to the internship site supervisor.
   4. Clarify UVM policies and procedures for the internship site sponsor, as needed.
   5. Maintain the confidentiality of any information obtained about the internship site sponsor.
   6. Maintain commercial general liability insurance in an amount not less than $1,000,000 per occurrence and such professional liability insurance as may be reasonably required for each participating student and faculty member, as well as employment practices liability insurance in an amount not less than $1,000,000 per claim to cover wrongful acts, including but not limited to discrimination, sexual harassment, or failure to accommodate under ADA. Upon request, a copy of the Certificate of Insurance verifying the above coverages will be submitted to the internship site.
C. The Internship Site is responsible to:

1. Coordinate with the UVM academic supervisor and student to help the student to develop learning goals and objectives and to describe internship activities that will support those goals and objectives. Encourage and support the learning goals and objectives of the student’s internship assignment.

2. Designate an employee to help orient the student to the agency and its culture, to assist in the development of learning objectives, to confer regularly with the student and with his/her faculty representative as needed, and to supervise and monitor progress of the student.

3. Provide orientation to the student intern at the commencement of the internship, to include issues of safety and security, provide supervision for the student and assign duties that are career-related, progressive and challenging.

4. Make available equipment, supplies, and space necessary for the student to perform his/her duties.

5. Provide safe working facilities free from health and safety concerns including all forms of harassment.

6. Ensure that regular workers are not displaced by student interns.

7. Notify UVM academic sponsor of any changes in the student’s intern status, schedule, or performance.

8. Provide written evaluations and documentation of performance as requested by UVM.

9. Communicate site sponsor policies and standards to UVM personnel and to the student intern.

10. Assume liability for work-related injuries sustained by the intern, insofar as such is required by State Workers’ Compensation statutes

11. Maintain commercial general liability insurance in an amount not less than $1,000,000 per occurrence and professional liability insurance if the nature of the business requires professional licensure. If a student is required to drive an Internship Site owned or borrowed motor vehicle for purposes of this internship, the site will maintain automobile liability insurance in an amount not less than $1,000,000 per occurrence for bodily injury and property damage, including owned, hired, and non-owned vehicle coverage. Upon request, a copy of the Certificate of Insurance verifying the above coverages will be submitted to the University.

12. Exceptions to these insurance requirements may be made on a case by case basis by contacting Amanda Chase, the Internship Coordinator at the UVM Career Center: amanda.chase@uvm.edu or 802-656-3450

13. If this is a paid internship, the internship site will comply with all applicable employment laws, including but not limited to those relating to Occupational Health & Safety (OSHA), payroll withholding, and unemployment compensation.

IV. Terms of Internship Arrangement.

An internship arrangement for each student will be one academic semester, summer session, or a period agreed upon by the site sponsor and UVM. In the event that the agency is dissatisfied with the performance of a student, termination of the internship arrangement can be requested by the agency, but only after University personnel have been notified in advance and a satisfactory resolution cannot be obtained. If a student presents an imminent health or safety concern at the internship site, the site may immediately remove the student, but will consult with the university academic supervisor as soon as possible. Conversely, the University may request termination of the internship arrangement for any student not complying with University or academic unit guidelines and procedures for the internship program, as long as site sponsor personnel have been notified in advance and satisfactory resolution cannot be obtained.
V. **Indemnification**

Each party agrees to defend, indemnify and hold harmless the other for personal injury or property damage resulting from the negligent acts or omissions of the indemnifying party.

VI. **Duration of Agreement**

This agreement shall continue in effect for up to five years from its commencement.

Any questions regarding internship procedures, or this memorandum should be referred to: Career Center, the University of Vermont, Burlington, VT 05405. (802) 656-3450

_________________________________________
Internship Site Representative (Print Name)

_________________________________________
Internship Site Representative (Signature) Date

University Authorized Signatories:
Annie Stevens, UVM Vice Provost for Student Affairs
Pamela K. Gardner, UVM Career Center Director

_________________________________________
University Authorized Signatory (Signature) Date