

**UNIVERSITY/INTERNSHIP SITE MEMORANDUM OF
UNDERSTANDING
University of Vermont and State Agricultural College**

I. Purpose. Internships for students at the University of Vermont and State Agricultural College (hereinafter the “University of Vermont” or “UVM”) 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. Virtual Internships.

If the internship will be entirely virtual, the parties agree to make best efforts to structure the virtual internship to make experiences or interactions for the student similar to those that would occur naturally in person. The provisions that are on-site specific will apply in the event the intern visits the internship site in person.

IV. 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 supervisor 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 supervisor.
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 the academic supervisor or Career Center personnel.
6. Conduct themselves in a professional manner and in ways consistent with the University’s Code of Student Conduct 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 supervisor, as needed.
5. Maintain the confidentiality of any proprietary or protected information obtained from the internship site to the extent permitted by law.
6. Maintain commercial general liability insurance or funded self-insurance in an amount not less than \$1,000,000 per occurrence.
7. Maintain professional liability coverage that extends to students engaged in internships in the amount of \$2,000,000 per occurrence and \$2,000,000 aggregate.
8. 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 University of Vermont 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 internship site and its culture, to assist in the development of learning objectives, to confer regularly with the student and with their academic supervisor as needed, to provide supervision for the student and assign duties that are career-related, progressive, and challenging, and to supervise and monitor progress of the student.
3. Notify UVM academic supervisor of any changes in the student's intern status, schedule, or performance.
4. Provide written evaluations and documentation of performance as requested by UVM.
5. Communicate site policies and standards to UVM academic supervisor and to the student intern.
6. Ensure that regular workers are not displaced by student interns.
7. Provide orientation to the student intern at the commencement of the internship, to include issues of data and information, safety and security, site policies regarding how and where the student will save project work, and an orientation on how the internship experience will work between the intern and the internship site (hours, schedule, expectations of availability, etc.); The internship site's orientation for students shall also expressly cover health and

- safety protocols specific to the internship site.
8. Make available equipment, supplies, and space necessary for the student to perform their duties, as applicable. The internship site shall supply personal protective equipment (PPE), as needed, for students to participate in the internship, or notify the University of Vermont no later than 10 days prior to student placement of any PPE the student will need, including type and quantity. If the Internship Site does not notify UVM in accordance with this provision, students will supply and use PPE at their own discretion and the Internship Site will be deemed to have accepted this level of PPE.
 9. Provide an appropriate physically and psychologically safe working environment free from safety concerns in both virtual and in-person contexts, including all forms of harassment.
 10. Represent that it employs precautionary measures and protocols for its workforce in compliance with applicable state and federal laws and executive orders, as they may change from time to time, related to infectious disease and public health.
 11. Assume liability for work-related injuries sustained by the intern, insofar as such is required by State Workers' Compensation statutes.
 12. Maintain the following insurances:
 - i. commercial general liability insurance or funded self-insurance in an amount not less than \$1,000,000 per occurrence, covering any and all claims arising out of bodily injury or property damage liability.
 - ii. If the nature of the business requires professional licensure, maintain professional liability (malpractice) insurance or funded self-insurance in an amount not less than \$1,000,000 each claim and annual aggregate, for claims arising out of the rendering or failure to render professional service.
 - iii. 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.
 - iv. Exceptions to these insurance requirements may be made on a case-by-case basis by contacting the Internship Coordinator at the UVM Career Center: career@uvm.edu or 802-656-3450.
 - v. Upon request, submit a copy of the Certificate of Insurance verifying the above coverages to the University.
 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.
 14. The Internship Site shall ensure that all student records provided to it to effectuate this educational opportunity or created at University's request

relating to a student and their performance while with the Internship Site, shall be made available only in conformance with the Family Education Rights and Privacy Act of 1974 ("FERPA"), 20 U.S.C. 1232g, as it may be amended from time to time, and other governing laws.

V. Terms of Internship Arrangement.

An internship arrangement for each student will be one academic semester, summer session, or a period agreed upon by the internship site and UVM. In the event that the internship site is dissatisfied with the performance of a student, termination of the internship arrangement can be requested by the internship site, by notifying the University academic supervisor in advance to discuss a mutually satisfactory resolution. 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, or should the University have health or safety concerns for its student. Where possible, the University will notify site personnel in advance to discuss mutually satisfactory resolution.

VI. 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, including the indemnified parties' reasonable attorney's fees.

VII. Duration of Agreement/Modification.

This agreement shall continue in effect for five years from its commencement. Any modifications must be in a writing signed by the parties.

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

Name of Internship Site

Internship Site Representative (Print Name)

Internship Site Representative (Signature)

Date

University of Vermont and State Agricultural College Authorized Signatories:

Jennifer Dickinson, UVM Vice Provost for Academic Affairs and
Student Success Sarah Heath, UVM Career Center Director

University Authorized Signatory (Signature)

Date