

**UNA Internship Program  
Memorandum of Understanding**



_____ <b>Organization/Employer</b> (please print)	_____ <b>UNA Student</b> (please print)
_____ <b>Organization/Employer Liaison</b> (please print)	_____ <b>Student's Major</b> (please print)

**The Organization/Employer Agrees to:**

- Select applicants in accordance with Equal Employment Opportunity Commission principles
- Follow the Department of Labor's Fair Labor Standards Act regarding compensation
- Designate a staff member as a Experiential Education liaison and/or supervisor
- Provide a job description that outlines progressive work assignments related to the student's academic program
- Establish work schedules consistent with UNA's academic calendar and allowing flexible hours for class attendance
- Orient the student to the employer's mission, policies, and procedures
- Process all personnel actions, keep necessary records, and originate any necessary contracts
- Conduct appraisals, counsel students regarding their performance, and complete an end-of-term evaluation
- Notify UNA of any change in a student's status
- Understands UNA's Policy and Procedures: Equal Opportunity, Harassment and Nondiscrimination as outlined at [www.una.edu/titleix](http://www.una.edu/titleix)

**The Student Agrees to:**

- Adhere to the employer's work schedule, and all other policies and procedures
- Assume personal and professional responsibilities for actions and activities
- Meet academic and performance standards set forth by UNA and the employer
- Continue compliance with the University Code of Conduct and University policies
- Follow class syllabus requiring progress reports of experience and knowledge gained
- Keep confidential such matters as the employer may reasonably request or expect
- Notify the school and employer of any change in status
- Understands UNA's Policy and Procedures: Equal Opportunity, Harassment and Nondiscrimination as outlined at [www.una.edu/titleix](http://www.una.edu/titleix)

**The University Agrees to:**

- Designate a representative to work with the employer liaison
- Advertise position openings via LionJobs
- Furnish the employer with requested information related to student's field of study and academic standing
- Monitor academic progress and evaluate student's experience at the end of internship
- Where applicable, grant student the appropriate credit hours and letter grade based on the supervisor's evaluation and course syllabus
- Inform the employer of any change in a student's status

*Whereas the Organization/Employer and the University of North Alabama are interested in cooperating to provide an enriching Experiential Education program for the student, this memorandum has been prepared to set forth each party's understanding of the responsibility each is undertaking. As indicated by the signatures below, all parties agree:*

- To a successful program for the stated term only
- To a fluid program with the prospect of additions and/or changes as needed
- If the program should for any reason fail to fulfill objectives, parties agree to terminate the experiential education relationship upon request of any of the parties.

UNA Student \_\_\_\_\_

Date \_\_\_\_\_

Organization Liaison \_\_\_\_\_

Date \_\_\_\_\_

University Liaison \_\_\_\_\_

Date \_\_\_\_\_