Memo of Understanding

between Berea College and ________________________, the student participating in an internship.

The purpose of the MOU is to clearly identify responsibilities and expectations of both parties as they relate to the internship experience. Both parties acknowledge, agree to, and understand the following:

The Student is pursuing an undergraduate degree at Berea College and has completed/will complete an Internship Proposal for Academic Credit that has been approved by the academic department granting course credit and the Office of Internships.

A scanned copy of the Internship Proposal and this MOU, will be emailed to the site supervisor for the organization’s documentation and informational purposes prior to the student’s start date.

The Proposal identifies and provides contact information for the Student, Organization, Site Supervisor, Faculty Sponsor, and Office of Internships.

The description of work to be performed, number of hours per week, and duration of the internship stated in the Proposal are based on the written offer confirmation provided by the organization. The Proposal also outlines learning objectives and academic assignments that are to be completed by the student outside of work hours.

The Student understands that he/she is not an employee of the organization or the college and is not entitled to wages or employee benefits, and is not covered by workers’ compensation, unemployment compensation or other laws and regulations governing the rights of employees.

The Student represents to the College and the Organization that he/she is able to travel, live and work independently during the full term of the internship, subject to any caveats or restrictions that Student has disclosed in writing to the College’s Director of Internships and the Organization.

The Student agrees to:

- Perform the work and academic assignments described in the Internship Proposal to the best of his/her ability, and to the satisfaction of the supervisor and the faculty sponsor respectively.
- Follow all work rules, procedures, and personnel policies of the Organization.
- Report to work promptly and, in the event of illness or emergency, notify the supervisor, giving as much advance notice as reasonable/possible. If an extended absence of more than a few days is necessary, the student will also notify the Berea College Faculty Sponsor and Director of Internships.
- Be responsible for his/her medical insurance while enrolled in the internship.
- Have auto insurance as required by law, if driving his/her personal vehicle for commuting, and understands that he/she should under no circumstances provide transportation in his/her personal vehicle for clients of the organization.
- Grant permission for his/her name, major, name of internship site, and photo to be used by the College and the Office of Internships for informational and promotional purposes in written materials, presentations, social media, and online.
- Grant permission for College faculty, staff, and donors or their representatives, to access his/her academic and financial information pertaining to the internship as deemed necessary for informational and reporting purposes.
- Provide the contact information for person(s) to be contacted by the College or the Organization in the event of an emergency (on page 3 of the MOU).
The Student further acknowledges that:

- He/she is responsible for decisions about living and travel arrangements, as well as any necessary medical treatment.

- In the event emergency medical care becomes necessary for the Student and the Student is unable to secure it, an official representative of the College’s Office of Student Life may, but is not obligated to, secure medical treatment on the Student’s behalf, including but not limited to surgery and the administration of an anesthetic. In such circumstances, the Student accepts and agrees to be personally responsible for the costs of all such treatment and care. Neither the College nor its representative shall be responsible for the availability or quality of any emergency medical care.

- Neither Berea College, the Office of Internships, the Organization, nor any representative of the College or the Organization is responsible for the costs of any medical treatment incurred on Student’s behalf. In the event that either the College, or the Organization, or any representative of the College or the Organization make (in their sole and absolute discretion, without any obligation whatsoever) any interim financial arrangements or advance on the Student’s behalf in consideration of medical treatment, such arrangements or advance shall not be deemed to be a waiver of this provision and the Student remains ultimately and primarily responsible for all costs of any necessary medical treatment on Student’s behalf.

- The Student understands and agrees that he/she is solely responsible for any and all costs arising out of voluntary or involuntary withdrawal from the internship prior to its completion, including withdrawal caused by illness or disciplinary action by the College or the Organization.

- The student understands that he/she is subject to the Student Code of Conduct throughout the internship experience and is also subject to discipline under the Student Judicial Code of the College.

- The Student understands and agrees that the Internship is an exercise in independent living, work and study outside of the regular programs and services of the College and that it has been arranged by the Student, or at Student’s request. The Student understands that any extracurricular activities and travel in which Student engages prior to the internship, during free time within the dates of the internship, or following the internship are not considered part of the internship and are at the Student’s own risk and expense.

- The Student understands that the College and the Organization have no responsibility whatsoever for Student’s personal conduct, health or safety during the term of the internship, except as expressly set forth in this agreement. In the event the internship is with an Organization selected by or arranged through the College, the College agrees to exercise ordinary care in such selection or arrangements.

The College agrees to:

- Provide academic supervision of the internship course, hold pre-/post-internship meetings with Student, and evaluate the learning experience.

- Provide counsel to the Student in the event of special problems that are disclosed by the Student to the College.

- Grant academic course credit for successful completion of the internship as described in the Proposal.
This MOU and the Internship Proposal constitute the entire agreement/understanding between the College and the Student with respect to the internship, and both parties agree to be bound by the same, effective upon signature and in force until the end of the internship as specified on the Proposal. This MOU shall be construed and governed according to the laws of the Commonwealth of Kentucky.

STUDENT’S EMERGENCY CONTACT (please print):

Name: ___________________________________ Relationship: ________________________________

Address: __________________________________________________________________________

City/State/Zip: ______________________________________________________________

Primary Phone: (_________) ____________________________

E Mail: __________________________________________

STUDENT:

_______________________________________________________________________________

Signature Date

Printed Name

COLLEGE:

_______________________________________________________________________________

Signature Date

Berea College Internship Program
   Esther Livingston, Director
   Sara Cornett, Coordinator
   Nicole Ingold, Interim Coordinator
Office of Internships and Career Development
308 Stephenson Hall, CPO 2136, Berea, KY 40404
(859) 985-3656; www.berea.edu/icd