

**2011 – 2012 STUDENT/COLLEGE/AGENCY MEMO OF UNDERSTANDING
MORAIN VALLEY COMMUNITY COLLEGE
JOB RESOUC E CENTER INTERNSHIP PROGRAM**

I. Purpose. The Job Resource Center Internship Program provides an educational strategy whereby students complement their academic preparation with direct practical experience. The effort to combine a productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students. Your participation in the Job Resource Center Internship Program by sponsoring/employing students exhibits your interest and commitment to this educational strategy and to the growth of students as future professionals. We look forward to collaborating with you on this work/learning endeavor.

II. Responsibilities. To help insure the interests and promote the benefits of an internship arrangement for all parties involved. Moraine Valley Community College has developed this memorandum of understanding to describe the mutual responsibilities between the college and your organization:
_____ hereafter named as agency.

A. Responsibilities of the Student

1. Provide a copy of resume and cover letter to internship manager and faculty internship coordinator.
2. Complete all department prerequisites for the internship program.
3. Meet with internship site supervisor to develop list of responsibilities and learning objectives;
4. Abide by the personnel policies of the internship site.
5. Maintain prompt and regular attendance.
6. Contact the internship site supervisor, faculty internship coordinator, or internship manager when questions arise.
7. Perform all duties of internship in a professional manner.
8. Maintain confidentiality with regard to sensitive information in the workplace.
9. Submit all required reports to the faculty internship coordinator (if applicable), evaluation of internship site to faculty internship coordinator and internship manager.

B. Responsibilities of the College

1. Encourage the student's productive contribution to the overall mission of the agency.
2. Certify the student's academic eligibility to participate in an internship assignment.
3. Establish guidelines and standard for the conduct of its internship program and to make these guidelines and standards available to the agency.
4. Identify a faculty internship coordinator member and/or the internship manager to serve as advisor to the student with responsibilities to assist in setting learning objectives, to confer with agency personnel, to monitor the progress of the internship assignment, and to evaluate the academic performance of the student.
5. Maintain communication with the agency and to clarify Moraine Valley Community College policies and procedures.
6. Maintain the confidentiality of any information obtained about the agency.
7. Provide public liability insurance and such professional liability insurance as may be reasonably required for each participating student and faculty internship coordinator member.
8. Inform students prior to the internship that the student is not entitled to unemployment compensation benefits upon completion of the internship experience.
9. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between Moraine Valley Community College and the agency.

C. Responsibilities of the Agency/Employer

1. Encourage and support the learning aspect of the student's internship assignment.
2. Designate an employee to serve as a student advisor with responsibilities 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 his/her faculty internship coordinator representative, and to monitor progress of the student.
3. Provide adequate supervision for the student and to 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.
6. Will not displace regular workers with students secured through internship referral.
7. Notify college personnel of any changes in the student's work status, schedule, or performance;
8. Allow faculty internship coordinator to conduct at least one visit to the work site to confer with the student and his/her supervisor.
9. Provide two written appraisals of the student's performance (forms to be provided by the Job Resource Center Internship Program, one at the mid-term point and the other by the end of the student's internship assignment).
10. Communicate agency policies and standards to college personnel.
11. Assume liability for work-related injuries sustained by the intern, insofar as the agency may determine the same to be required by law in that state.
12. Submit final evaluation of intern to faculty internship coordinator and internship manager.

III. Terms of Internship Arrangement. An internship arrangement for each student will be one academic semester, summer session, or a period agreed upon by the agency, student, and Moraine Valley Community College. 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 college personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the college may request termination of the internship arrangement for any student not complying with college guidelines and procedures for the internship program, as long as agency personnel have been notified in advance and satisfactory resolution cannot be obtained.

IV. Duration of Agreement. This memorandum of understanding shall continue in effect during the academic year _____ through _____.

Any questions regarding the internship program, its procedures, or this memorandum should be referred to: Job Resource Center at Moraine Valley Community College (708) 974-5737.

Student Intern: _____ Date: _____

Agency Representative: _____ Date: _____

College Representative: _____ Date: _____
Marie Harrell, Internship Manager

Job Resource Center: _____ Date: _____
Pamela Payne, Director

