



ST. JOHNS RIVER STATE COLLEGE

MEMORANDUM OF UNDERSTANDING

St. Johns River State College Student Internship Program

This Memorandum of Understanding, effective _____ (internship start date) is between St. Johns River State College, hereinafter referred to as SJR State; _____ (Internship Site), hereinafter referred to as the Site; and _____ (Student's Name), hereinafter referred to as the student.

It is agreed by the aforesaid parties to be of mutual interest and advantage that the SJR State student involved in one of the academic programs at SJR State be given the opportunity for and benefit of experiential learning through an internship provided by the Site

The aforesaid parties understand the following:

I. The Site agrees to:

1. Provide a planned, supervised program of internship experience that is mutually acceptable to SJR State and the Site.
2. Maintain complete records and reports on the student's performance and provide written evaluations of the student's performance to SJR State at the end of the semester.
3. Request SJR State to engage in a joint evaluation of any student whose performance is questionable, whose personal characteristics seem to prevent desirable relationships within the Site, or whose health status becomes a detriment to the student's successful completion of the internship.
4. Permit the inspection of the Site facilities, records pertaining to the internship experience, student records, and such other items pertaining to the SJR State student's internship as necessary.
5. Assign an Internship Site Supervisor (an employee of the Site), who shall be a person mutually agreeable to SJR State and the Site and who shall be responsible for mentoring the student intern as well as supervising and evaluating the student's internship performance.
6. Provide SJR State and student all established policies and practices.
7. Immediately notify SJR State in writing of any change or proposed changes in the program.

II. SJR State agrees to:

1. Send the name of the student intern to the Site as soon as possible before the internship start date so the Site can interview the student and agree to provide the internship experience for said student.
2. Supply, with the student's permission, any additional relevant information required by the Site prior to the internship start date.
3. Assign only those students to the Site who meet, so far as can be ascertained, the requirements of the Site and SJR State.
4. Make available a SJR State faculty or staff member to discuss with the Internship Site Supervisor, the assignment to be assumed by the student in the internship program.
5. Comply with all established policies and practices of the Site.
6. Students will be subject to all rules and regulations pertaining to regular employees of the Site.
7. Notify all students that his/her appearance and performance on duty will be commensurate at all times with their position.



III. The student agrees to:

- 1. Provide and maintain personal health, personal liability, and auto insurance where indicated, and complete any required background screenings (e.g., fingerprinting if required) at his/her own expense prior to the internship start date.**
- 2. Attend the Site's employee orientation if provided and/or any related training to facilitate the internship.**
- 3. Perform his/her duties in a professional manner and to follow the administrative policies and procedures of the Site, including confidentiality policies; human resources/personnel practices; Health Insurance Portability and Accountability Act (HIPAA); safety policies; and Internship Site protocol.**
- 4. Provide his/her own transportation and living arrangements and any other expenses incurred as part of the internship experience including supplies, Personal Protective Equipment, and professional attire.**
- 5. Report on time to the Site at the agreed-upon schedule of days, times, and hours, and communicate in advance of a change regarding any variation to the agreed schedule.**
- 6. Follow all established rules and regulations during regularly scheduled operating hours of the Site.**
- 7. Abide by the SJR State Internship Handbook, and by the SJR State College Code of Student Conduct, and any other documents pertinent to his/her specific SJR State department/program as may define or relate to professional behavior in internships.**

IV. It is mutually agreed that:

- 1. SJR State and the Site will indemnify, defend, and hold each other innocent for and against any and all losses, damages, expenses, or other liabilities including attorneys' fees, court costs, and related costs of defense, arising from or in any way connected with claims for personal injury, death, property damage or contractual liability that may be asserted against SJR State or the Site by any party(ies), which arise or allegedly rise out of action, inaction, or breach by their own employee, student, agent, or representative while in the conduct of the internship experience. Nothing herein shall be deemed a waiver of any available defense by SJR State College or of any limit on its liability, including limits under Section 768.28, Florida Statutes, whether the claim is brought under contract, tort, negligence, equity, or any other legal cause of action.**
- 2. The Site will assess no fees to SJR State or the student for the use of the Site's resources in connection with this internship program.**
- 3. Internship description:**

V. Terms of Agreement:

- 1. Any of the above parties hereto may, upon giving thirty (30) days' written notice, terminate this Memorandum.**
- 2. Revisions to this Memorandum become effective upon approval of the parties hereto through written communication from all parties.**



ST. JOHNS RIVER STATE COLLEGE

3. SJR State is committed to and encourages equal opportunity/equity/access for its programs, services and activities and requests that Sites and students commit to this as well. Therefore, SJR State and the Site shall comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Older Americans Amendments of 1975, and all related regulations, and assure that they do not, and will not, discriminate against any person on the basis of race, color, sex, creed, national origin, age, or handicap under any program or activity receiving Federal financial assistance. Nothing in this agreement is intended to be contrary to State or Federal laws. In the event of conflict between terms of this agreement and any applicable State or Federal law, that State or Federal law will supersede the terms of this agreement. In the event of conflict between State and Federal laws, Federal laws will govern.
4. Periodic reviews of programs and policies will be conducted under the auspices of SJR State Office of the Vice President of Academic and Student Affairs.

As signed and agree upon by:

Internship Site Supervisor or Representative

Printed Name: _____

Title: _____

Signature and date: _____ Date: _____

SJR State Student Intern

Printed Name: _____

Title: _____

Signature and date: _____ Date: _____

Dr. Karen Balcanoff, Director of Student Support and Baccalaureate Admissions

Signature and date: _____ Date: _____

This Memorandum of Understanding should be signed and returned to Dr. Karen Balcanoff prior to initiation of the internship. Please mail the signed document to:

**Dr. Karen Balcanoff
Director of Student Support and Baccalaureate Admissions
St. Johns River State College
5001 St. Johns Ave.
Palatka, FL 32177**