

INTERNATIONAL INTERNSHIP AFFILIATION

MEMORANDUM OF UNDERSTANDING

Brigham Young University

This Memorandum of Understanding ("MOU") is between Brigham Young University, a Utah nonprofit corporation and educational institution ("BYU"), and _____ ("Experience Provider") located at _____.

1. **PURPOSE.** In order to facilitate internship opportunities and educational opportunities for students, this MOU is intended to govern the relationship between the Experience Provider and BYU with respect to student interns from BYU in an internship arrangement with the Experience Provider.

2. **GENERAL CONSIDERATIONS:**

2.1 An internship is a cooperative student program between BYU and the Experience Provider. The Experience Provider will provide supervision, facilities, and instruction that help students of BYU (each a "Student") acquire skills and knowledge related to their chosen field of study or occupation.

2.2 This MOU is effective as of the date signed below and may be terminated by BYU or the Experience Provider for any reason by providing 90 days advance written notice to the other party.

2.3 Experience Provider and BYU shall each provide a contact person (the "Internship Coordinator") for activities related to the performance of this MOU. The following contact names and addresses shall be the initial Internship Coordinators for the Experience Provider and for BYU. Others may be designated by the parties at any time.

For Experience Provider:

For BYU:

Telephone: _____

Telephone: _____

Email: _____

Email: _____

2.4 Neither BYU nor the Experience Provider will be responsible nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused only by the other party's actions, inactions or negligence.

2.5 The parties acknowledge and agree that it shall be the responsibility of each Student to:

- i. comply with the Experience Provider's policies and procedures;
- ii. report any serious problems related to the Experience Provider, including safety and personnel problems, to the Internship Coordinator at BYU and the Experience Provider;
- iii. enroll at BYU as an academic internship student;
- iv. enter into a separate written agreement between BYU and the Student; and
- v. maintain a health insurance policy in effect during the full period of any internship with the Experience Provider.

3. **RESPONSIBILITIES OF BYU.** BYU shall:

- 3.1 Provide pertinent course information and objectives to Experience Provider, and ensure that each participating Student meets academic and other qualifications that are consistent with the objectives and requirements of BYU's program;
- 3.2 Make reasonable efforts to ensure that each Student from BYU is aware of Student's responsibilities to abide by the terms of Section 2.5;
- 3.3 Provide an administrative framework adequate to carry forward its responsibilities herein;
- 3.4 Ensure that for each internship, the Internship Coordinator of BYU reasonably strives (i) to maintain ongoing contacts with the Student and the Experience Provider, (ii) to provide information about the specifics and expectations of the internship with the Student and the Experience Provider, (iii) to monitor the Student's progress with the Student and the Experience Provider, and (iv) to advise the Student relative to a program of study related to the internship experience; and
- 3.5 Provide liability insurance to cover damage or harm caused by the Student in the amount of \$1,000,000 per person, per occurrence, \$3,000,000 in the aggregate.

4. **RESPONSIBILITIES OF THE EXPERIENCE PROVIDER.** The Experience Provider shall:

- 4.1 Provide planned and supervised opportunities for each Student to perform tasks to acquire and practice various skills based on objectives compatible with those of BYU's program;
- 4.2 Orient the Student to the Experience Provider's rules, policies, procedures, methods, and operations;
- 4.3 Evaluate the Student's performance and notify BYU's Internship Coordinator of any cause of dissatisfaction with or of any known misconduct on the part of the Student;
- 4.4 Comply with all national and local laws, ordinances and codes applicable to Experience Provider; and
- 4.6 Accept the primary responsibility for supervision and control of the Student at the internship site.

Experience Provider

Brigham Young University

By: _____

By: _____

Printed Name: _____

Printed Name: Adrienne Chamberlain

Date _____

Date _____

Please submit the completed and signed agreement to experience@byu.edu.