

UNIVERSITY/EXTERNAL PARTNER MEMORANDUM OF UNDERSTANDING
University of Vermont and State Agricultural College

I. Purpose. Community partnership agreements for students at the University of Vermont and State Agricultural College (hereinafter the “University of Vermont” or “UVM”) provide an educational opportunity whereby students complement their academic preparation with direct practical experience. Combining productive work experience with an intentional learning component is a proven method for promoting the academic, personal, and career development of students.

II. Terms:

Academic Supervisor: the University of Vermont faculty member who assigns academic work relevant to the internship and evaluates this academic work.

External Partner: A staff member at the external organization/company who coordinates training and/or assignment of projects with the Academic Supervisor and provides student feedback on projects to advance student learning.

III. Responsibilities.

To help ensure the interests and promote the benefits of a UVM/external partnership for all parties involved, the parties agree to the following mutual responsibilities between students, the University and organization: _____.

A. The Academic Supervisor will advise students that they are responsible to:

1. Comply with internship site policies and procedures.
2. Initiate and maintain contact with academic supervisor during the course of the program.
3. Enroll in academic credit and engage in the academic work required by the academic supervisor.
4. Work toward the goals of the student learning agreement.
5. Conduct themselves in a professional manner and in ways consistent with the University’s Code of Student Conduct and in compliance with the internship site’s personnel policies.
6. Not go to the physical site of the partner organization without prior written permission from the instructor.

B. The University is responsible to:

1. Designate an academic supervisor with responsibilities to assist in setting learning objectives in a Learning Contract, to confer with external partner as needed, to monitor progress, and to evaluate the academic performance of the student.
2. Certify the student's academic eligibility to participate.
3. Establish guidelines and standards and make these guidelines and standards available to the external partner.
4. Clarify UVM policies and procedures for the external partner, as needed.
5. Maintain the confidentiality of any proprietary or protected information obtained from the external partner to the extent permitted by law.

C. The External Partner is responsible to:

1. Coordinate with the University of Vermont academic supervisor to provide work tasks and develop appropriate expectations for the completion of those tasks.
2. To confer regularly with the student(s) working on tasks for the organization and with their academic supervisor as needed, and to provide feedback as needed on the student's work.
3. Represent that it employs precautionary measures and protocols for its workforce in compliance with applicable state and federal executive orders and guidance, as well as recommendations related to COVID-19 put forth by the Centers for Disease Control, as such orders and guidance may change from time to time.
4. Ensure that regular workers are not displaced by student interns.
5. Ensure that no students come to the organization's physical location without prior written permission from the Academic Supervisor.
6. Notify UVM academic supervisor of any changes in the student's performance.
7. Notify UVM as soon as it becomes aware that any student, or faculty as applicable, has come in contact with a confirmed COVID-19 individual at any point in the fourteen (14) days prior to confirmation of the infection, and share information that will allow UVM to determine which UVM community members may have been exposed.
8. Provide written evaluations and documentation of performance as requested by UVM.
9. Communicate organization policies and standards to UVM academic supervisor and to the student intern.
10. If the student intern will come to the External Partner's physical site for any reason (in addition to 3c above):
 - a. Ensure that orientation for students shall cover, at a minimum, COVID-19 health and safety protocols specific to the External Partner, infectious disease preparedness and response plans, infection control and contamination procedures, and social distancing.
 - b. Supply personal protective equipment (PPE), as needed, for students to participate or notify UVM no later than ten (10) days prior to student placement of any PPE UVM will need to supply for students.
 - c. Notify UVM as soon as it becomes aware that any UVM student, or UVM faculty as applicable, has come in contact with a confirmed COVID-19 individual at any point in the fourteen (14) days prior to confirmation of the infection, and share information that will allow UVM to determine which UVM community members may have been exposed.

IV. Terms of Arrangement.

The University may request termination of the arrangement for any student not complying with University or academic unit guidelines and procedures, or should the University have health or safety concerns for its student. Where possible, the University will notify external partner in advance to discuss mutually satisfactory resolution.

V. Duration of Agreement.

This agreement shall have a one year duration and may be extended annually by mutual written agreement of the parties, with a total term not to exceed five years from its commencement. Either party may terminate this Agreement without cause, on sixty days prior written notice to the other party, with the understanding that the parties will work cooperatively to successfully conclude any internships in progress.

Any questions regarding internship procedures, or this memorandum should be referred to:
Career Center, the University of Vermont, Burlington, VT 05405. (802) 656-3450

[SIGNATURE PAGE TO FOLLOW]

Name of External Partner Organization

External Partner Representative (Print Name)

External Partner Representative (Signature)

Date

University of Vermont and State Agricultural College Authorized Signatories:

Annie Stevens, UVM Vice Provost for Student Affairs

Pamela K. Gardner, UVM Career Center Director

University Authorized Signatory (Signature)

Date