



**UNIVERSITY OF
GEORGIA**

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA
BY AND ON BEHALF OF
THE UNIVERSITY OF GEORGIA SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS (SPIA)
AND**

This Memorandum of Understanding is hereby entered into as of the date below by and between the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia School of Public and International Affairs (“University”), and _____ (“Organization”). The University and the Organization shall hereinafter collectively be referred to as the “parties.”

WHEREAS, the University and the Organization wish to collaborate to provide University students with pre-professional and mentoring experiences through a semester-long internship with a public, private, or non-profit organization (the “Internship”);

WHEREAS, the Internship will also help the Organization with its own goals, including but not limited to the development of its potential future workforce;

WHEREAS, the University and Organization desire to enter into this Memorandum for the period set forth herein in order to provide this experience for University students.

NOW, THEREFORE, the parties agree that the terms and conditions set forth in this Memorandum shall guide and direct the parties as follows:

1. PURPOSE:

1.1. The purpose of this Memorandum is to guide and direct the parties respecting their working relationship and to provide high quality applied learning experiences for University students.

2. GENERAL RESPONSIBILITIES:

2.1. The Internship will be of such content and cover such periods of time as may from time to time be mutually agreed upon by the University and the Organization. When possible, the starting and ending date for each Internship shall be agreed upon at least one month before the Internship commences. Implementation of the Internship at the Organization shall be subject to final approval by the Organization.

2.2. All student applicants must be acceptable to both parties. Students will be bachelor’s-degree seeking students from UGA SPIA. The Organization shall have final approval on whether to offer a student applicant an Internship.

2.3. There shall be no discrimination on the basis of race, national origin, religion, creed, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, genetic information, age, disability or veteran's status in either the selection of students for participation in the Internship, or as to any aspect of the Internship; provided however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself, preclude the student's effective participation in the Internship.

3. RESPONSIBILITIES OF THE UNIVERSITY:

3.1. The University will retain ultimate responsibility for the education of its students and will measure progress of the student and the Internship specifically by surveying participating students and relevant officials at the Organization at the end of each Internship. In addition, at the conclusion of each student's Internship, the student will present findings of their experience to other students at the University.

3.2. The University shall inform each student applicant interested in being an intern at the Organization of any Organization policies and procedures relevant to the Internship, including expectations regarding timeliness and professional dress.

4. RESPONSIBILITIES OF THE ORGANIZATION:

4.1. The Organization will retain responsibility for and will maintain supervision of students while on site for the Internship.

4.2. The Organization shall provide for the orientation of interns as to the philosophies, rules, regulations and policies of the Organization.

4.3. The Organization shall assist the University in the evaluation of the learning and performance of participating students by completing a pre- and post-work report regarding the Intern's performance over the course of the Internship. The Organization's pre-work report will specify goals for the Internship, and the post-work report will measure self-reported progress against those goals.

4.4. The Organization hereby agrees to keep confidential any student records or information it may obtain in accordance with the Family Educational Rights and Privacy Act of 1974, as amended, unless it has otherwise obtained prior written consent of the student.

4.5. All medical or health care (emergency or otherwise) that a student requires will be at the expense of the individual involved.

5. MISCELLANEOUS:

5.1. The parties will work together to maintain an environment of quality learning experiences for the University's student(s), while at the same time enhancing the resources available to the Organization. At the request of either party, a meeting or conference will be held between University and Organization representatives to resolve any problems or develop any improvements in the operation of the Internship.

5.2. This working relationship and affiliation shall be reviewed annually by the parties. This Memorandum may be amended at any time by mutual written agreement of the parties. It may also be canceled at any time by either party upon not less than ninety (90) days written notice to the other party, but any students currently participating in an Internship may complete the Internship.

5.3. This Memorandum is intended solely for the mutual benefit of the parties hereto, and there is no intention, express or otherwise, to create any rights or interests for any party or person other than Organization and the University; without limiting the generality of the foregoing, no rights are intended to be created for any student, parent or guardian of any student, spouse, next of kin, employer or prospective employer of any student. The relationship between Organization and any intern shall be established as appropriate between the Organization and such intern, without regard to this Memorandum.

5.4. Neither party is an agent, employee or servant of the other. The Organization and the University acknowledge and agree that interns are not employees of the University by reason of participation in the Internship, and that the University assumes no responsibilities as to the interns that may be imposed upon an employer under any law, regulation or ordinance. Interns shall in no way hold themselves out as employees of the University.

5.5. This Memorandum shall be governed by, construed and applied in accordance with the laws of the State of Georgia.

5.6. This Memorandum shall supersede any and all previously executed Memoranda of Understanding between the parties concerning Internship experiences.

IN WITNESS WHEREOF, the parties hereto have executed and signed this Agreement:

The Board of Regents of the University System of Georgia, Organization
by and on behalf of the University of Georgia School for
Public and International Affairs

By:

Name: _____

Title: Dean

Date:

Name: _____

Title:

Date: