

## Memorandum of Understanding between Rowan College of South Jersey and Site Sponsor

### I. Purpose

The Rowan College of South Jersey Internship Career Connections Program (ICC) 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 exhibits your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with you in this work/learning endeavor.

### II. Responsibilities

To help insure the interests and promote the benefits of a cooperative education arrangement for all parties involved, the College has developed this Memorandum of Understanding to describe the mutual responsibilities between the College and your organization:

\_\_\_\_\_ hereafter named as Site Sponsor.

*(Organization's Name)*

#### A. Responsibilities of the College

1. Encourage the student's productive contribution to the overall mission of the Site Sponsor;
2. Certify the student's academic eligibility to participate in a cooperative education assignment;
3. Establish guidelines and standards for the conduct of its cooperative education program participants and make these guidelines and standards available to the Site Sponsor;
4. Designate a faculty member to serve as advisor to the student with responsibilities to assist in setting learning objectives, to confer with Site Sponsor personnel, to monitor the progress of the internship assignment, and to evaluate the academic performance of the student;
5. Maintain communication with the Site Sponsor and clarify College policies and procedures;
6. Maintain the confidentiality of any information designated by the Site Sponsor as confidential;
7. Provide general liability insurance as may be reasonably required for each participating student and faculty member;
8. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the College and the Site Sponsor.

#### B. Responsibilities of the Site Sponsor

1. Encourage and support the learning aspect of the student's cooperative education assignment;
2. Make available to the student at least 150 hours at the work site — **only** non-home based work site locations are eligible to participate in this program.
3. Designate an employee to serve as the student's advisor with responsibilities to help orient the student to the site and its culture, to assist in the development of learning objectives, to confer regularly with the student and his/her faculty representative and to monitor progress of the student;

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4. Provide adequate supervision for the student and to assign duties that are career-related, progressive and challenging;
5. Make available equipment, supplies and space necessary for the student to perform his/her duties;
6. Provide a safe working environment;
7. Will not displace regular workers with students secured through the cooperative education program;
8. Notify College personnel of any changes in the student's work status, schedule or performance;
9. Allow a faculty representative to visit the work site to confer with the student and his/her supervisor;
10. Communicate Site Sponsor policies and standards to College personnel;
11. Participate in post-internship questionnaires and surveys;
12. Maintain general liability, professional liability and worker's compensation insurance as required by law.

### **III. Terms of ICC Arrangement.**

An ICC arrangement for each student will be a period agreed upon by the Site Sponsor and the College. Should the Site Sponsor become dissatisfied with the performance of a student, the Site Sponsor may request termination of the ICC arrangement. This should occur only after College personnel have been notified in advance and a satisfactory resolution cannot be obtained. Conversely, the College may request termination of the arrangement for any student not complying with College guidelines and procedures for the ICC Program or if the Site Sponsor does not uphold the responsibilities mentioned above, as long as Site Sponsor personnel have been notified in advance and satisfactory resolution cannot be obtained.

### **IV. Terms as related to the Coronavirus — COVID-19 College and Facility**

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, the Facility must follow the strictest protocols and procedures laid out by federal, state, and local governments and federal and state health agencies to reduce the risk of the spread of COVID-19. No later than five (5) days prior to the commencement of a student's internship at the Facility, Facility must provide Rowan College South Jersey with a detailed and specific plan of how it intends to comply with all governmental requirements and recommendations related to the safety of student participation in the internship. Rowan College South Jersey reserves the right to require specific procedures be implemented in order to best protect the health and safety of its students, faculty, staff and the public.

The performance of this Agreement by either Party shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities, or other similar occurrence beyond the control of the Parties, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, or unreasonably delay the internship, or where any of them make it illegal, impossible, inadvisable, or impracticable to implement the internship, or to fully perform the terms of this Agreement.

**V. Terms as related to the Coronavirus — COVID-19 Students**

Students voluntarily participating in an internship for academic credit related to their course of study at Rowan College South Jersey, agree to assume the risk of possible injury, illness or death resulting from exposure to contagious diseases. Students have been presented with academic alternatives and have voluntarily chosen and elected to participate in this internship.

**VI. Internship Type**

Please check the appropriate corresponding box to indicate whether this internship is entirely remote or hybrid with some in-person and some remote working hours or entirely in-person.

- ☐ Completely Remote
- ☐ Hybrid remote and some in-person working hours
- ☐ In-Person working hours

**VII. Duration of Agreement.**

This memorandum of understanding shall continue in effect from \_\_\_\_\_  
**until terminated by either party.**

Any questions regarding the ICC Program, its procedures or this memorandum should be referred to:

Site Sponsor Representative Name (Printed): \_\_\_\_\_

Site Sponsor Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College Representative Name (Printed): \_\_\_\_\_

College Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_