

## **Practicum / Internship Memorandum of Understanding**

This Memorandum of Understanding (“MOU”) is between Georgetown University, a nonprofit institution of higher education organized as a non-stock corporation under federal charter (“Georgetown University”), through its School of Continuing Studies, \_\_\_\_\_ (“Internship Organization”), and \_\_\_\_\_, a student currently enrolled within Georgetown University’s School of Continuing Studies (“Student”), (collectively, the “Parties”).

### RECITALS

Georgetown University School of Continuing Studies offers practicum / fellowship courses in which students are given the opportunity for hands-on experiential learning through external organizations.

Internship Organization seeks to offer Georgetown University students the opportunity for experiential learning through a structured, supervised, and professional setting.

### TERMS

Georgetown University, Internship Organization, and Student agree as follows:

#### **I. Course and Internship Description**

- Student is currently enrolled in an academic program with the Georgetown University School of Continuing Studies and will be registering for the following course (the “Course”) at Georgetown University School of Continuing Studies:

Semester: \_\_\_\_\_  
Course: \_\_\_\_\_  
Course No: \_\_\_\_\_  
Credits: \_\_\_\_\_  
Required Hours of Outside-Classroom Learning Per Week: \_\_\_\_\_

- Internship Organization will offer Student the following internship experience (the “Internship”) during the Semester for the purpose of providing student experiential learning consistent with the objectives of the Course:

Internship Description:

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#### **II. Student Responsibilities**

- Student agrees to work on projects as directed by staff of the Internship Organization.
- Student agrees to report to the Internship Organization at times directed by the Internship Organization.
- Student agrees to follow the administrative policies of the Internship Organization, including confidentiality policies, personnel practices, and business protocols.
- Student agrees to abide by the Georgetown University Code of Student Conduct and any other Georgetown University departmental or program policies relating to professional behavior.
- Student is responsible for his/her own personal transportation and living arrangements.

- Student acknowledges that successful completion of the Course, and grading, will be determined by Georgetown University faculty and that student must successfully complete the internship and all academic components of the Course as assigned by Georgetown University faculty.

**III. Internship Organization Responsibilities**

- Internship Organization will host Student and provide a planned, supervised program of internship experience for Student.
- Internship Organization will maintain a safe, positive, and respectful learning environment for Student.
- Internship Organization will be solely responsible for the manner and means by which the work is performed and for maintaining a safe workplace environment for Student.
- Internship Organization will provide Student with ongoing guidance and feedback during the course of the internship.
- Internship Organization will maintain records and reports on Student’s performance and provide written evaluations of Student’s performance to Georgetown University at the end of each semester and as otherwise requested by Georgetown University.
- Internship Organization designates the following staff member responsible for serving as a point of contact:

Internship Organization Supervisor Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**IV. Georgetown University Responsibilities**

- Georgetown University will be solely responsible for the educational and curricular components of the Student’s academic program and of the Course.
- Georgetown University will be solely responsible for, and have full discretion, in assessing and grading Student in the Course.
- Georgetown University will award the Credits designated above for Student’s successful completion of the Course.
- Georgetown University designates that the following staff member responsible for serving as a point of contact:

Internship Organization Supervisor Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**V. Relationship of the Parties**

- Nothing in this MOU shall create an employment relationship, agency relationship, joint venture, partnership agreement between Georgetown University and Internship Organization.
- Georgetown University and Internship Organization shall exchange no money, assess no costs, and charge no fees in connection with this MOU.
- Student is not an employee of Georgetown University and not entitled to any benefits from Georgetown University, including but not limited to Worker’s Compensation, sick or vacation leave, or health insurance.
- Internship Organization agrees to comply with all applicable employment laws. Internship Organization shall be solely responsible for determining whether Student is an employee of Internship Organization under the Fair Labor Standards Act, and whether the Student is entitled to compensation by Internship Organization.

**VI. Miscellaneous Provisions**

- Georgetown University and Internship Organization may, upon giving thirty (30) days' written notice to all Parties, terminate this MOU.
- Georgetown University and Internship Organization agree to comply with all applicable non-discrimination laws and regulations, including, but not limited to 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, Title II of the Older Americans Amendments of 1975, the Americans with Disabilities Act and all related regulations. The Parties will not discriminate against any person on the basis of race, sex, sexual orientation, gender identity, creed, national origin, age, disability, or any other basis protected by law.
- All Parties agree to comply with Georgetown University's Policy on Sexual Misconduct and Georgetown University's Protection of Minors Policy. Should any allegation of misconduct arise during the course of the Internship regarding a violation of these policies, or any other applicable Georgetown University policy, Internship Organization shall immediately notify Georgetown University's contact person in writing.
- Georgetown University shall not be liable for any cost, loss, damages, liability, or expense, which may arise out of Student's performance of services at Internship Organization. The Parties agree to, release and hold harmless Georgetown University, and its employees, from all claims, actions, causes of action, suits, judgments, and demands, of any individual or organization, except incidents caused based upon Georgetown's sole negligence or intentionally wrongful actions.
- This MOU may not be amended except by a written agreement of the parties.
- No party shall use any other party's name or mark for any purpose, without obtaining the prior written consent of the other party.
- No party may assign this MOU or any right or obligation thereunder without the prior written consent of the other party.

Executed and Agreed to By:

Internship Organization \_\_\_\_\_

Signature / Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Georgetown University

Signature / Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Student

Signature / Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

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