

**UNIVERSITY OF OKLAHOMA PRACTICUM/INTERNSHIP
MEMORANDUM OF UNDERSTANDING**

I. This memorandum of understanding is made this ___ of _____, 20____, by and between the University of Oklahoma School of Library and Information Studies _____ (hereinafter called the “University”), and _____ (hereinafter called the “Agency”).

II. WHEREAS, it is the desire of the University to utilize resources of the Agency for students, enrolled in LIS 4853 Internship in Information Studies of the University; and

WHEREAS, the Agency has such facilities and is desirous of cooperating with the University in making them available for educational purposes,

NOW THEREFORE, THE PARTIES MUTUALLY AGREE TO THE FOLLOWING:

A. The University and the Agency jointly agree:

1. As of _____, 20____, the Agency will allow the University to use its facilities for a practicum/internship for students enrolled at the University.
2. This agreement shall be effective beginning _____, 20____, and ending _____ 20____. Either party may terminate this agreement by giving the other written notice of termination of not less than thirty (30) days. The agreement may be terminated at any time by mutual consent.
3. The Agency and University cooperate in the placement of students. The Agency has no obligation to work with students who are initially considered to be, or are later found to be, unsuited to the Agency practicum/internship.
4. Access to student records shall be governed by the Family Educational and Privacy Rights Act, 20 U.S.C.S. 1232 G, commonly known as the “Buckley Amendment.”
5. No party to this agreement shall, in connection with any aspect of its performance, discriminate against any person by reason of race, color, gender, age, religion, disability, veteran’s status, sexual orientation, or national or ethnic origin.
6. It is mutually agreed that Agency acceptance of Student for practicum/internship does not obligate the Agency to compensate the University. Further, there is no financial obligation on the part of either

institution to the other. Any agreements which promise financial compensation to the Student are wholly separate and apart from this memorandum of understanding.

7. The University and Agency agree to prohibit students, faculty, or staff from publishing any materials as a direct result of the practicum/internship experience in the Agency that threatens the confidentiality of any participant of the Agency, unless such publication is approved for release, in writing, by the Agency and the University, such approval not to be withheld unreasonably.

B. Responsibilities of the University:

1. The University will designate a faculty liaison to work with the Agency who may help in developing Student assignments and training activities and assisting with Student evaluation.
2. The University will confer with the Agency prior to the placement of any Student in order to establish or to review the purpose, provisions, and responsibilities involved in the practicum/internship experience.
3. The University is responsible for monitoring the learning experiences of the Student.
4. When circumstances beyond the control of the University or Agency indicate the Student must be withdrawn, or if the Agency is unable to meet the conditions of the agreement, the University has the responsibility to withdraw the Student from the Agency. This action would be taken only in consultation with the Agency practicum/internship supervisor and other Agency personnel involved.
5. The University agrees not to use the Agency name in any publications or advertising, except in University catalogues, bulletins, University accreditation reports, and student recruitment materials, without prior written Agency approval.
6. The following clauses are applicable to this agreement.
7. The University will provide each practicum/internship supervisor in the Agency with current policies, guidelines, and required practices.
8. The University will provide the Agency with current information on dates of practicum/internship assignment, hours of work, and the nature of educational assignments necessary for each student.

C. Responsibilities of the Agency:

1. The Agency will be responsible for the actual supervision and control of the Student's activities within the Agency. The Agency will designate one or more staff persons with appropriate qualifications to instruct and to supervise the Student.
2. The Agency will provide adequate work resources which enable the Student to function effectively. There will be adequate provision for safeguarding confidential materials.
3. The Agency will provide learning experiences, including orientation to the Agency.
4. The practicum/internship instructor will be responsible for prompt submission of reports which adequately describe the Student's learning, if required by the University.
5. The Agency will communicate immediately with the faculty liaison any concern regarding the Student's performance or learning.
6. The Agency will consult with the University immediately through the faculty liaison if specific circumstances arise which require the Agency to ask that the Student be withdrawn from the practicum/internship.
7. The Agency will agree to arrange Student schedules which will not conflict with those schedules of the University.
8. The Agency agrees to permit, upon reasonable request, the inspection of clinical and related practicum/internship facilities by the University and by those agencies charged with the accreditation of the University.
9. The Agency agrees to provide each Student in the Agency all Agency policies, rules, regulations, and expectations which are pertinent to the Student's role in the practicum/internship.
10. The Agency will provide adequate time for the practicum/internship instructor to hold individual conferences with the Student as needed. Time is provided for group conferences with the Student as needed during the school year and for preparation in advance of the conferences.

D. Responsibilities of the Student:

1. See Attachment A which is to be signed and dated by the Student and one witness.

APPROVED:

Director
School of Library and Information Studies
University of Oklahoma

Date

Agency

Date