UNIVERSITY OF OKLAHOMA INTERNSHIP/PRACTICUM (LIS 5823)
MEMORANDUM OF UNDERSTANDING

On this _____ day of __________, 20_____, the Board of Regents of the University of Oklahoma by and through the School of Library and Information Studies (hereinafter called “the University”), and _______________________________ (hereinafter called “the Facility) agree that students enrolled at the University may engage in an Internship, Practicum, Rotation or similar arrangement (“Practicum”) at the Facility, according to the following conditions:

A. The University and the Facility jointly agree:

1. 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. If the Agreement is terminated during a Practicum, however, the parties agree to allow current Students to complete the Practicum.


3. As applicable, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et.seq.) are incorporated into this Agreement. The parties represent that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, sex, political beliefs, or veteran’s status; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act and the Vietnam Era Veteran’s Assistance Act of 1974, 38 U.S.C. §4212.

4. This agreement entails no compensation or payment between the parties.

5. Neither party nor any of its participants shall publish any materials as a direct result of the Practicum, without giving the non-publishing party an opportunity to review the publication in advance. No confidential information of the Facility, its staff or clients may be included in any publication without prior written permission from the Facility.

6. When circumstances indicate that a Student must be immediately withdrawn from the Practicum, the Facility shall promptly inform the University, and the University shall withdraw the Student.

7. The parties agree not to use each other’s names or logos in any publications or advertising without prior written approval from the other party.

B. Responsibilities of the University:

1. The University shall designate a Faculty Liaison to coordinate all aspects of the Practicum with the Facility and assist in developing Student assignments, training activities and Student evaluations.

2. The University shall require each participating Student to complete, sign and return Attachment A, “Student Acknowledgement and Release.”

C. Responsibilities of the Facility:
1. The Facility is responsible for the actual supervision and control of the Student’s activities within the Facility. The Facility will designate one or more staff persons (“Instructor(s)”) with appropriate qualifications to instruct and supervise the Student.

2. The Facility will provide the Student with appropriate training and resources to foster the Student’s learning experience.

3. The Instructor will be responsible for prompt submission of reports that adequately describe the Student’s progress, if the University requires.

4. The Facility will communicate immediately with the faculty liaison any concern regarding the Student’s performance or progress.

5. The Facility will agree to arrange Student schedules that minimize conflict between their schedules and those of the University and the Student.

6. Upon reasonable request, the Facility agrees to permit the University or its accreditation agencies to inspect the areas of the Facility relevant to the Practicum.

7. The Facility agrees to provide each Student in the Facility with the relevant policies, rules, regulations, and expectations with which the Student is required to comply.

8. The Facility 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:

See Student Acknowledgement and Release that is to be signed and dated by the Student and one witness.

APPROVED:

____________________________________________________________         _____________________
Director Date
School of Library and Information Studies
University of Oklahoma

____________________________________________________________         _____________________
Agency Date

Student ID# ______________________