

University of Oklahoma CAS 4630 "CAS Internship"
Student Memorandum of Understanding (Acknowledgement & Release)

This Acknowledgement and release, effective on the date when signed and witnessed below, is made by:
_____ (hereinafter called "student")

Whereas, the undersigned student has been allowed to enter into a practical educational and training internship program involving the University and _____
(hereinafter called "agency") and desires to formally release liabilities and to acknowledge his/her responsibilities while in the internship program.

Now therefore the undersigned understands and agrees, as follows:

1) Student Understands and Acknowledges Course Requirements:

- A. I have read and understand the terms of receiving academic credit for my internship educational experience.
- B. I am aware if I am enrolled in CAS 4630, the number of credit hours earned is dependent on the number of internship hours accrued during the term of enrollment.
- C. I understand it is my responsibility to understand course assignments, be aware of course due dates, as well as to turn in assignments to the internship course instructor on time.
- D. I understand failure to complete any of the required assignments on time will result in a final grade of 'U' which indicates unsatisfactory completion of required assignments.
- E. I understand that completion of course assignments will require access to the internet and the D2L website.
- F. I understand in order to arrange the assignment of an incomplete, I must contact the internship instructor before the last day of classes to make arrangements to submit requirements at a later date.
- G. I understand I will not be able to re-enroll in the internship course until all assignments from previous semesters are submitted.
- H. I understand that no student may earn more than 6 total credit hours for CAS 4630.

2) Student Agrees:

- A. To adhere to all applicable Agency and University policies, procedures, programs, practices and operating standards, as provided in the Internship Agreement (Agency MOU) to which this Student Acknowledgement and Release (Student MOU) is attached while under the direction and supervision of the agency or engaged in agency activities during the period of the internship.
- B. To act in a professional, ethical manner at all times when either directly or indirectly engaged in internship activities and to preserve the confidentiality of agency data or information as is more specifically set forth in Paragraph 2 (D) of the internship agreement.
- C. To promptly complete all documentation pertaining to the internship reasonably required by the University and/or the agency.
- D. To prepare for and participate in evaluation conferences or other meetings pertaining to the internship, as may be required by the University or Agency.
- E. To be responsible for his/her own health and accident, automobile and professional liability insurance. Neither the University nor the Agency provides such benefits except as University or agency expressly agrees to do so and communicates that agreement to the student in writing.
- F. Maintain professional relationships with company employees, customers, etc.
- G. Utilize a courteous, enthusiastic, open-minded approach to policies and procedures within the profession.
- H. Be consistent and punctual in the submission of all assignments to your internship supervisor.
- I. Ask for assistance if necessary, as well as feedback in order to make the most of the internship program experience.
- J. Information provided by the student in the application packet is correct.

3) Student Understand and Acknowledges:

- A. The student is not an employee of the agency or University and is not entitled to any benefits of employment, e.g., compensation, fringe benefits, worker's compensation, etc. except as University or agency expressly agrees to do so and communicates that agreement to the student in writing.
- B. That expenses incurred in traveling to and from the internship placement shall be borne by the student; however, all other properly documented expenses incurred at the direction of the agency during the internship shall be reimbursed in accordance with Paragraph 3 (C), of the Internship Agreement (Agency MOU)
- C. The undersigned student intern has read and understands the terms and conditions referenced Internship Agreement (Agency MOU) and this Student Acknowledgement and Release (Student MOU) and agrees to abide by all their applicable terms and conditions, without limitation.
- D. The terms of this Student Acknowledgement and Release (Student MOU) and Internship Agreement (Agency MOU) are binding on the undersigned student intern and this document shall serve as a release and assumption of the risk for myself, my heirs, assigns and next of kin.

4) Student Release:

In consideration of the permission/assistance extended to me by agency and University respectively to obtain this practical experience, I do hereby, for myself, my heirs and personal representatives, release, discharge and indemnify the University, the agency and their respective directors and employees from any liability for any claims, damages, fees, costs, suits and the like on account of my death, bodily injury, personal injury and/or property damage which may result from any cause connected in any way with this internship, including without limitation claims, fees, costs, suits and the like regardless whether or not they are caused by agency's or university's negligence.

Agreed:

Signature & Date of Student Intern

Printed Name of Student Intern

Signature & Date of Witness

Printed Name of Witness

Return this completed form to the internship instructor in Ellison Hall room 124

For Office Use:

Date Received:

Received by: