



## MEMORANDUM OF AGREEMENT

Between

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**  
COOPERATIVE WORK EXPERIENCE EDUCATION – INTERNSHIP PROGRAM  
and

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**I. AFFILIATING AGENCIES:**

Mendocino-Lake Community College District (hereinafter called “College”) and  
\_\_\_\_\_ (hereinafter called “Employer”).

**II. AFFILIATING AGREEMENT:**

This is a mutual agreement between the College and the Employer regarding College students (either employee(s) of or volunteer(s) recruited by Employer) enrolled in a supervised internship.

**III. THE EMPLOYER AGREES TO:**

- A. Provide equal employment opportunity to qualified students without regard to ethnic group identification, creed or religion, sex, national origin, physical or mental disabilities, marital status or age.
- B. As required by law, comply with all appropriate federal and state employment regulations. If the student is a minor, comply with all laws or rules applicable to minors in employment relationships.
- C. Provide orientation and training regarding Employer’s work performance expectations.
- D. Provide direction to students in establishing specific, measurable and attainable work-based learning objectives.
- E. Inform student of the probability of working sufficient hours for the number of internship units attempted (1 unit = 75 hours paid, 60 hours volunteer) during the current period of enrollment.
- F. Provide a safe and supportive atmosphere to enable students to apply academic learning to the work environment.
- G. Provide adequate facilities, equipment and materials at the work-site to achieve approved on-the-job learning objectives.
- H. Provide adequate supervision, which includes, but is not limited to, recommending and approving learning objectives, signing monthly time sheets, meeting briefly with the internship instructor, and completing end-of-semester evaluations on students’ progress.
- I. Notify the Cooperative Work Experience Education Director, or assigned internship instructor, immediately should problems arise concerning a student’s involvement in the internship.

#### **IV. THE COLLEGE AGREES TO:**

- A. Ensure that programs and services are available to all persons without regard to ethnic group identification, creed or religion, sex, national origin, physical or mental disabilities, marital status, or age.
- B. Orient students to the internship program.
- C. Provide guidance to students in establishing specific, measurable and attainable work-based learning objectives.
- D. Acknowledge the Employer's right to hire employees or accept volunteers based on the Employer's hiring criteria and availability of open positions.
- E. Provide an internship instructor/liaison, who will make at least one visit to the work site, when feasible.
- F. Communicate with the work-site supervisor for the purpose of evaluating the student's success in achieving work-based learning objectives.
- G. Meet with students on an as-needed basis to ensure they understand the requirements for succeeding in the internship program.
- H. Provide liability insurance in the amount of one million dollars and Worker's Compensation Insurance when necessary (for volunteer students).
- I. Provide consultation to the Employer.

#### **V. REQUEST FOR WITHDRAWAL**

The College may drop from the internship program any student whose participation does not justify his/her continuance with the program, in accordance with pertinent regulations. The Employer, in consultation with the College, has the right to discontinue any given student's involvement in the internship if the student is not participating satisfactorily in the program.

#### **VI. DISCONTINUANCE OF THE AGREEMENT:**

If either party to this Agreement wishes to withdraw from the Agreement, it is understood that at least two month's notice shall be given by either party. Students assigned to this Employer and who are otherwise meeting the Employer's expectations for continued employment shall be given an opportunity to complete the semester as an intern with this Employer.

**EMPLOYER**

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Employer's Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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**COLLEGE**

**Dan Jenkins, Director of Cooperative Work Experience Education**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dennis Aseltyne, Dean of Applied Academics Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_