



Between

John Paul the Great Catholic University

&

Organization Name

John Paul the Great Catholic University (JPCatholic) is interested in promoting the benefits of an Internship arrangement for all parties involved. This Internship Memorandum of Understanding describes the mutual responsibilities between JPCatholic and the Organization. The purpose of this document is to describe and define expectations and responsibilities of both parties regarding an Internship to be performed at the site by a currently enrolled JPCatholic Intern.

STUDENTS: It is your responsibility to communicate the application deadline listed below and review entire MOU.

Deadline for Internship Application and this MOU: ____ / ____ / 20____

A) Responsibilities of John Paul the Great Catholic University

1. Certify the Intern's eligibility to participate in an Internship.
2. Establish guidelines for Internship Programs and communicate these guidelines to the Organization.
3. Assign a JPCatholic Instructor who will:
 - a. Work with the Intern to develop learning outcomes.
 - b. Monitor the achievement of the identified learning outcomes on a weekly basis and the completion of the assignments for class credit.
 - c. Measure the achievement of the learning outcomes.
4. Maintain communication with the Company Internship Representative.
5. Encourage the student's productive contribution to the company.
6. Maintain the confidentiality of any information designated by the Company Internship Representative as confidential.

B) Responsibilities of the Company Internship Representative

1. Provide a John Paul the Great Catholic University (JPCatholic) Intern with a challenging and meaningful learning experience that will promote his/her professional development and achievement of learning outcomes.
2. Provide adequate supervision and guide the Intern through a minimum of 90 hours of work within the Quarter.
3. Determine if the Internship is a volunteer or paid position.
4. Communicate to the Intern the philosophy, policies, programs and services of the organization.
5. Define the organization's expectations of the Intern.
6. Integrate the Intern as a functioning participant in appropriate levels of organizational activities, projects and programs; and if a specific project could be assigned and evaluated.
7. Notify JPCatholic personnel of any changes in the intern's work status, schedule, or performance.
8. Respond to short, post-internship evaluation initiated by JPCatholic personnel.
9. Maintain general liability, professional liability, and worker's compensation insurance as required by law.

C) Duration of Agreement

This Memorandum of Understanding shall continue from ____ / ____ / 20____ to ____ / ____ / 20____.
An Internship may be reviewed due to dissatisfaction. Following a discussion, if satisfactory resolution cannot be achieved, termination may be requested by JPCatholic or the Company.

Assigned JPCatholic Instructor

Name _____ Signature _____ Date ____ / ____ / ____

Company Internship Representative

Name _____ Signature _____ Date ____ / ____ / ____