



MEMORANDUM OF COOPERATION FOR INTERNSHIP PLACEMENT

The Florida International University Board of Trustees (FIU) and [REDACTED] (Company) will cooperate in the educational preparation of Students to promote excellence in the field of studies, to ensure professional competence, to assure the availability of trained professionals to the community, and to provide maximum utilization of community resources. The Student named below will participate in experiential learning provided by the Company as part of an internship course. This memorandum establishes guidelines pursuant to which the Company shall provide access to a professional experience and training related to the Student's program of study in [REDACTED] (Program) in the Department of [REDACTED] (Department). The experience under this agreement will be for one semester, starting [REDACTED] and ending [REDACTED]. A new letter of agreement must be obtained for additional semesters.

Location where the Student will work:

[REDACTED]

Student's work schedule:

[REDACTED]

The Company agrees to:

- Provide the Student an orientation of the Company's facilities, policies, and procedures, including without limitation policies that relate to the Company's confidentiality and other requirements.
- Provide the Student with meaningful work experience related to the Student's Program. Activities that do not constitute a meaningful work experience include but are not limited to clerical work (making copies, filling, organizing, etc.), making coffee, running errands, and tasks not related to Students' Program of study. The Student may not be assigned to these activities as part of their regular duties with the Company.
- Provide the Program information needed to determine the Student's grade in the course, which may include a student evaluation survey.
- Provide resources to support the Student in the completion of assigned duties/tasks.
- Provide supervision of the Student's work and feedback to aid in the Student's professional development.
- Be responsible for determining if the Student meets screening or other eligibility requirements.
- By accepting an FIU student intern, the Company agrees to the University's standard requirements attached to this letter titled FIU Student Internship Program Requirements (Requirements).

The Student agrees to:

- Follow Company policies and rules.
- Fulfill responsibilities assigned by the Company, including the work schedule above.
- Adhere to the FIU Student Code of Conduct at all time.
- Report to the Program any concerns during the internship experience.
- Complete an Internship Experience survey.

**** SIGNATURES ON THE FOLLOWING PAGE****

By signing below the parties agree to the terms of this Memorandum of Cooperation.

THE FLORIDA INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES:

Elizabeth M. Bejar, Ph.D. Date
Provost, Executive Vice President,
and Chief Operating Officer

Name Date
Dean, _____

Approved as to Form and Legal Sufficiency

Vilma Mesa Date
Associate General Counsel

STUDENT:

Name Date
Panther ID: _____

COMPANY:

Company Internship Manager/Supervisor Date
Email Address
