## LETTER OF UNDERSTANDING

**BETWEEN**

**SLIPPERY ROCK UNIVERSITY OF PENNSYLVANIA**

**AND**

***Insert School Name***

 **THIS LETTER OF UNDERSTANDING** is made this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, **20enter year**, by and between SLIPPERY ROCK UNIVERSITY OF PENNSYLVANIA, Slippery Rock, Pa. (hereinafter referred to as “University”), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania, and ***Insert School Name*** an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania **(hereinafter “Site”).**

 **BACKGROUND**

 **WHEREAS,** Site is equipped with the facilities and professional staff necessary to provide an educational experience to the University’s students in the area of ***Department Name***; and

 **WHEREAS,** the University is an educational institution that provides a degree in the area of ***Insert Program***; and

 **WHEREAS,** the University is desirous of providing an educational experience to its students limited to participation through supervision in an internship setting; and

 **WHEREAS,** the Site is desirous of establishing a relationship with the University whereby its students may receive internship experience in their area of matriculation subject to the provisions of this Agreement.

 **NOW THEREFORE**, the parties hereto agree as follows:

**I. Duties and Responsibilities of the University**

1. *Selection of Students*. The University shall be responsible for the selection of qualified students to participate in the Internship experience. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the Site. The parties will mutually agree upon the number of students selected for each Internship program.
2. *Education of Students*. The University shall assume full responsibility for the classroom education of its students. The University shall be responsible for the administration of the program, the curriculum content, and the requirements of matriculation, grading, graduation and faculty appointments.
3. *Submission of Candidates.* The University shall submit the names of the students to a designated representative of the Site at least two weeks prior to the Internship assignment.
4. *Policies of Internship*. The University will review with each student, prior to the Internship assignment any and all applicable policies, codes, or confidentiality issues related to the Internship experience. The Site will provide the University all the applicable information at least two weeks in advance of the Internship rotation.
5. *Advising Students of Rights and Responsibilities*. The University will be responsible for advising students of their responsibilities under this Agreement. All students shall be advised of their obligations to abide by the policies and procedures of the Site and should any student fail to abide by any policy and/or procedure, they may be expelled from the program.
6. *Health Status*. The University will require its students who are participating in the Internship experience to comply with the health status requirements of the Site, including but not limited to, physical examinations, vaccinations and health screening requirements for tuberculosis and measles. Proof of compliance must be presented prior to admission into the program. If additional examinations or medical steps are required because of the nature of the Internship involved, the student will be in compliance as a condition for participation.
7. *Scheduling of Site.*  The University shall plan the assignment and schedules of those participating in the Internship experience in cooperation with the Site.
8. *Insurance*. Both parties understand that as an Agency of the Commonwealth, both parties are prohibited from purchasing insurance. As public universities and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth’s Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University’s performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§8521, *et seq.*

II. DUTIES AND RESPONSIBILITIES OF THE SITE

1. *Student Participation in Site*. The Site agrees to allow a mutually agreed upon number of students of the University to participate in an Internship experience. The Site agrees that the students selected for the program will be permitted to participate at dates and times mutually agreeable between the Site and the University.
2. *Client Care/Administration*. The Site will have sole authority and control over all aspects of client services. The Site will be responsible for and retain control over the organization, operation and financing of its services.
3. *Removal of Noncompliant Student*. The Site shall have the authority to immediately remove a student who fails to comply with Site policies and procedures. If such a removal occurs, the Site shall immediately contact the responsible University Faculty Advisor.
4. *Emergency Medical Care of Students*. The Site may provide to the Students, to the extent possible, first aid for any injuries or illness that may occur during an Internship experience. However, the Site assumes no responsibility, financial or otherwise, beyond the initial first aid.
5. *Designation of Representative*. The Site shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the Internship experiences of the students.
6. *Supervision of Students.*  The Site shall provide Internship site supervisors who will monitor student activities during Internship visits.
7. *Reporting of Student Progress.* The Site shall provide all reasonable information requested by the University on a student’s work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule provided by the University.
8. *Changes in Assignment*. The Site will, as soon as practical, advise the University of any changes in Internship assignments. If additional Internship education programs exist with other institutions, the Site shall devise ways for the coordination of all programs so that all students may have the maximum benefit of the learning experience.
9. *Rules and Policies*. The Site will provide the University, at least two weeks in advance of the first Internship rotation, all relevant rules, regulations and policies of the Site. The Site, when necessary, shall have the responsibility of updating this information as necessary.
10. *Facilities.* Available space at the site, as specified by the Site, will be established by mutual agreement and made accessible to the University faculty and students for instruction, conferences and library purposes.
11. *Student Records.* The Site shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

**III. Mutual Terms and Conditions**

1. *Term of Agreement*. The term of this Agreement shall be ***Number of years*** years from the date of execution. This Agreement may not exceed a period of five years.
2. *Termination of Agreement*. The University or the Site may terminate this Agreement for any reason with ninety (90) days’ notice. Either party may terminate this Agreement immediately in the event of a substantial breach. However, should the Site terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.
3. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, and national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. SRU students are protected by Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act (ADA) of 1990. ***Insert School Name*** agrees to cooperate with SRU in its investigation of claims of discrimination or harassment.
4. *Reporting of Sexual Violence and Sexual Harassment***. *Insert School Name*** shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the University Title IX Coordinator, Holly McCoy at 724-738-2650.
5. *Modification of Agreement*. This Agreement shall only be modified in writing with the same formality as the original Agreement.
6. *This Agreement* is not a legally binding contract and is not enforceable in a court or in the Board of Claims. In the event of a dispute between the two parties, advice and direction should be requested from the Office of the Chancellor or Office of Legal Counsel.

1. *Notice of termination*, and any other notice required or permitted to be given hereunder to either party shall be deemed given if hand delivered or sent by registered or certified mail, return receipt requested, or by overnight mail delivery for which evidence of delivery is obtained by the sender addressed as follows:

*Enter SRU contact & address including email and phone number*

*Enter Organization contact & address including email and phone number*

**IN WITNESS WHEREOF**, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

Slippery Rock University of Pennsylvania: ***Organization***:

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Authorized Signature Authorized Signature

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 Print Name/Title Print Name/Title

EFFECTIVE DATE OF AGREEMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of last signature

Revised March 13, 2020