

MEMORANDUM OF UNDERSTANDING FOR EXTENDED LEARNING OPPORTUNITIES

EXTENDED LEARNING OPPORTUNITY PROGRAM
MEMORANDUM OF UNDERSTANDING
OBLIGATIONS OF PARTICIPANTS

Student Name:
High School Name:

Mentor Organization:
Mentor Address:

A. HIGH SCHOOL INTERN agrees to fulfill the following program obligations:

Duration: Participate in the program for a complete academic term, on-site with the sponsor and attending scheduled group meetings with intern coordinator.

Transportation: Arrange own transportation to and from the extended learning opportunity site. The District may provide transportation under certain circumstances consistent with Policy IHBH.

Communication: Maintain communication with the school district relative to assignments, progress reports, and other mandatory assignments.

Hours Worked: Learn the school procedure for recording hours worked and regularly report them.

Work Habits: Demonstrate good attendance and grooming, accuracy, orderliness, promptness, maturity, appropriate dress and proper business etiquette and professionalism.

Initiative: Seek additional responsibilities in the organization/company/sponsor to enhance the learning experience.

Assignments and Projects: Complete all assignments and projects as assigned by intern coordinator. Assignments and projects may be subject to review by the sponsor at the end of the internship.

DATE:
Adopted: Sept. 11, 2012
Reviewed: August 12, 2012
Revised:
Cancellation:

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B. PARENT OR GUARDIAN of the intern agrees to meet the following obligations:

Work Habits: Reinforce the need for good attendance and the development of good work habits.

Transportation: Assure that the student has transportation to and from the internship site.

Support: Provide encouragement and reinforcement.

Communication: Maintain contact with the school district about any program-related problems.

C. SPONSOR agrees to fulfill the following program obligations:

Insurance, Work-place Safety Standards, Applicable Labor Laws: Maintain all insurance and safety standards that are required by state and federal law.

Internship Plan: Work with the School District coordinator to prepare an individualized student work plan(s).

Supervision: Provide daily, appropriate supervision of the student.

Progress Reports/Assessment: Provide period progress reports regarding the student's work, as may, from time to time, be required and requested by the School District.

Attendance: Verify student attendance. Notify the School District coordinator when student is absent without prior approval or for any other situation requiring attention.

Summary: Review and sign off on the intern's summary of the internship experience.

D. COORDINATOR agrees to fulfill the following program responsibilities:

Academic Progress: Work with student and school personnel to monitor student's academic progress.

Objectives: Coordinate and monitor the internship experience on a day-to-day basis to assure that the program achieves the stated goals.

Policies: Inform the intern, sponsor, and parent or guardian about the purposes and policies of the program at the beginning of the term.

Site Visits: Make regular contacts with the sponsor to review the quality of the internship and the intern's development in the program, to suggest necessary changes in approach, and to follow-up on recommendations. These contacts may be in the form of electronic mail, on- and off-site visitations, or teleconferencing.

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E. CONNECTING ACTIVITIES: INTERN, SPONSOR, COORDINATOR

Training Plan: Jointly develop a plan whereby the intern will use and improve the academic skills he or she already has while learning new skills.

Organizational Overview: The sponsor will provide the intern with activities that provide a comprehensive view of the organization and focus on the roles, responsibilities, and functions of the organization. The intern will undertake these activities and seek insight into the qualities, skills, and knowledge that help an executive or manager perform effectively.

Assignments: Jointly define special assignments for the intern to meet the educational objectives of the program.

F. ACADEMIC CREDIT

If the extended learning opportunity is being taken for credit, credit will be granted per the provisions of Board Policies ILBA, ILBAA and IMBC.

Student signature:

Date:

MCPS Coordinator signature:

Date:

Parent signature:

Date:

Mentor Signature:

Date:

NHSBA Note: The obligations and standards in this Sample Memorandum of Understanding may be amended accordingly, consistent with the obligations in your individual district, consistent with your individual board policies.

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