

Memorandum of Understanding Between Student and Partner (Simple Version)
Name of Institution

Note on the Template: *This two-page MOU agreement can be used with community partners to create a straightforward understanding of the relationship between the campus center (and/or Bonner Program) and the agency. It is a simplified version, and your institution may also want to consider other more complex versions, depending on input from your Risk Management and legal counsel. Should you choose to adapt this waiver, you should consult with your Risk Management or appropriate office. It is based on a model from Bates College.*

This Memorandum of Understanding between *Name of Institution and Name of*

Student _____ (“STUDENT”) and _____ (“HOST ORGANIZATION”)

regarding any student engagement, internships, and fellowships undertaken during 2020-2021.

For the period of *Add Dates Here* _____

Name of Institution _____ through *Name of Center and Any Other Offices*

will support a small number of in-person internships/fellowships and those virtual internships/fellowships that could transition to in-person, if permissible. This agreement can also be executed when the engagement with said ORGANIZATION is primarily going to occur virtually (online, by phone), with the understanding that at some point during the terms, the STUDENT and representative of the host ORGANIZATION may be able to meet in person.

Name of Institution and Name of Student _____ (“STUDENT”) and _____ (“HOST ORGANIZATION”) have agreed that **STUDENT** will participate in this program during the time period specified. This MOU establishes expectations with regard to compliance with local, state, and federal workplace and travel requirements relating to **STUDENT’S** internship/fellowship, including but not limited to requirements relating to COVID-19. If the service position/internship/fellowship is, or at any time becomes, an in-person experience, STUDENT and HOST ORGANIZATION agree that each is responsible for becoming informed about and for complying with all such travel and workplace requirements. Additionally, the STUDENT will review any other relevant expectations, forms, and waivers as required by the center and institution.

Specifically, STUDENT and HOST ORGANIZATION must comply with any applicable federal, state or local workplace safety protocols, as well as any industry-specific checklists or guidelines that may issue

after the date of this MOU. Further, and by way of illustration only, the Center for Disease Control (CDC) guidelines for reducing the spread of COVID-19 and the CDC's Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19) contain relevant guidelines and can be found here: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fspecific-groups%2Fguidance-business-response.html. ***Name of Institution*** also expects that these positions will continue to comply with program and institutional policies regarding international and state travel which can be found here: ADD URL FOR ANY OTHER CAMPUS POLICIES.

Students or host organizations seeking information or guidance should contact:

Name of Staff Member

Name and Address of Office

Phone

Email

Student

Host Organization

Staff Supervisor

Credits:

This form template was developed by the Bonner Foundation, with input from the Bonner 2020 Working Group, drawing on an example provided by Bates College (Maine).