

## INSTRUCTIONS and REQUIREMENTS

### UNIVERSITY OF OKLAHOMA PRACTICUM / INTERNSHIP/ ROTATION MEMORANDUM OF UNDERSTANDING

The College/School/Department (“School”) shall take the following steps before entering into a Memorandum of Understanding (“MOU”) with a Facility to place Students in a Practicum, Internship Rotation or similar arrangement (“Practicum”):

1. The Dean/Director/Chair **with signatory authority** (“Dean”) arranges or authorizes a Faculty Liaison or representative to arrange a Practicum with the Facility.

If the Dean is unsure who has signatory authority, he/she may contact Lezlie Marsh in Administration and Finance, who maintains the signatory authority list.

2. The School arrives at a verbal agreement with the Facility to place Students at the Facility.
3. a) The Dean approves the placement and agrees to the terms of the attached MOU; or  
  
b) If the parties use an alternative agreement or make substantive changes to this MOU:
  - the School forwards the agreement to the OU Office of Legal Counsel (“OLC”) and
  - the OLC reviews/revises the agreement as needed and returns to the School to negotiate the revisions. The School may contact the OLC for assistance during these negotiations.
4. The Dean, his/her counterpart at the Facility, and the OU Faculty Liaison sign the MOU. The School keeps a copy for future reference, and places a copy in the Student file.
5. The School obtains a signed and witnessed Student Acknowledgement and Release (Exhibit A) for each participating Student, forwards it to the Facility, maintains a copy on file for future reference, and places a copy in the Student file.

For guidance on OU’s document retention policies, see

[www.ou.edu/content/dam/AdminFinance/documents/Records\\_Retention\\_Policy\\_Norman\\_Campus.pdf](http://www.ou.edu/content/dam/AdminFinance/documents/Records_Retention_Policy_Norman_Campus.pdf)

**UNIVERSITY OF OKLAHOMA  
PRACTICUM / INTERNSHIP / ROTATION  
MEMORANDUM OF UNDERSTANDING**

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Board of Regents of the University of Oklahoma, by and through the College/School/Department of \_\_\_\_\_ (“the University”), and \_\_\_\_\_ (“the Facility”), agree that Students enrolled at the University may engage in an Internship, Practicum, Rotation or similar arrangement (“Practicum”) at the Facility, according to the following conditions:

**A. The University and the Facility jointly agree:**

1. This Agreement shall be effective beginning \_\_\_\_\_, 20\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_. Either party may terminate this Agreement by giving the other advance written notice of termination of not less than thirty (30) days. The Agreement may be terminated at any time by mutual consent. If this Agreement is terminated during a Practicum, however, the parties agree to allow current Students to complete the Practicum.

2. Access to Student records shall be governed by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, commonly known as “FERPA,” and all other applicable laws.

3. As applicable, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. seq.) are incorporated into this Agreement. The parties represent that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, sex, political beliefs, or veteran’s status; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act and the Vietnam Era Veteran’s Assistance Act of 1974, 38 U.S.C. §4212.

4. This agreement entails no compensation or payment between the parties.

5. Neither party nor any of its participants shall publish any materials as a direct result of the Practicum, without giving the non-publishing party an opportunity to review the

publication in advance. No confidential information of the Facility, its staff or clients may be included in any publication without prior written permission from the Facility.

6. When circumstances indicate that a Student must be immediately withdrawn from the Practicum, the Facility shall promptly inform the University, and the University shall withdraw the Student.

7. The parties agree not to use each other's names or logos in any publications or advertising without prior written approval from the other party.

**B. Responsibilities of the University:**

1. The University shall designate a Faculty Liaison to coordinate all aspects of the Practicum with the Facility and assist in developing Student assignments, training activities and Student evaluations.

2. The University shall require each participating Student to complete, sign and return Attachment A, "Student Acknowledgement and Release."

**C. Responsibilities of the Facility:**

1. The Facility is responsible for the actual supervision and control of the Student's activities within the Facility. The Facility will designate one or more staff persons ("Instructor(s)") with appropriate qualifications to instruct and supervise the Student.

2. The Facility will provide the Student with appropriate training and resources to foster the Student's learning experience.

3. The Instructor will be responsible for prompt submission of reports that adequately describe the Student's progress, if the University requires.

4. The Facility will communicate immediately with the Faculty Liaison any concern regarding the Student's performance or progress.

5. The Facility will agree to arrange Student schedules that minimize conflict between their schedules and those of the University and the Student.

6. Upon reasonable request, the Facility agrees to permit the University or its accreditation agencies to inspect the areas of the Facility relevant to the Practicum.

7. The Facility agrees to provide each Student in the Facility with the relevant policies, rules, regulations, and expectations with which the Student is required to comply.

**D. Responsibilities of the Student:**

See Attachment A that the Student and one witness shall sign and date.

APPROVED:

\_\_\_\_\_  
Dean/Director/Chair with Signatory Authority

\_\_\_\_\_  
Date

OU College/School/Department of \_\_\_\_\_

\_\_\_\_\_  
Acknowledged by Faculty Liaison  
University of Oklahoma

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Representative

\_\_\_\_\_  
Date

**ATTACHMENT A  
STUDENT ACKNOWLEDGEMENT AND RELEASE**

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ (“the Student”) accepts the following responsibilities in order to participate in the Practicum with the Facility:

- A. The Student shall act professionally and ethically at all times at the Facility.
- B. The Student shall respect the confidentiality of information that the Facility indicates is confidential, and any personal, sensitive, or private information that he/she discovers or has access to, including but not limited to medical records, both during and after the Practicum.
- C. The Student shall adhere to Facility and University policies, procedures, and operating standards, and complete and submit all required documentation, including proof of immunizations, drug tests or background checks.
- D. The Student will prepare for and participate in any evaluation conferences that the University or Facility may require.
- E. The Student is responsible for acquiring and maintaining his/her own health and accident, automobile, and professional liability insurance, if required.
- F. Participation in this Practicum does not make the Student an employee of the Facility or the University or entitle him/her to financial remuneration, unless agreed by the Facility and Student in advance and in writing.
- G. The Student travels to and from the practicum/internship at his/her own expense and risk.

These terms shall serve as a release and assumption of risk for myself, my heirs, estate, administrator, assignees, legatees, members of my family, and any other representative.

APPROVED:

_____	_____	_____
Student signature	Date	Print Student name
 _____	 _____	 _____
Witness signature	Date	Print Witness name