

Student Name: Click or tap here to enter text.	Site Name: Click or tap here to enter text.	Semester: Click or tap here to enter text.
Student ID: Click or tap here to enter text.	Site Supervisor Name: Click or tap here to enter text.	Faculty Supervisor: Click or tap here to enter text.

**UNIVERSITY OF OKLAHOMA INTERNSHIP/PRACTICUM (LIS 4823)
MEMORANDUM OF UNDERSTANDING**

On this of day **Click or tap to enter a date**, the Board of Regents of the University of Oklahoma by and through the School of Library and Information Studies (hereinafter “University”), and **Name of Internship Facility** (hereinafter “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 **Click to add start date** and ending **Click to add end date**. Either party may terminate this agreement by giving the other written notice of termination of not less than thirty (30) days. The Agreement may be terminated at any time by mutual consent. If the 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 and Privacy Rights Act, 20 U.S.C.S. 1232 G, commonly known as the “FERPA,” and all other applicable laws. If Facility gains access to “personally identifiable information” and/or student education records as defined and protected FERPA, 34 CFR §99.3 (1974), Facility and its employees and/or contractor(s) certifies that it will only use the personally identifiable information and education records consistent with the purpose for which they are created or provided under this Agreement and that it will not re-disclose personally identifiable information and/or education records, except identified information or data. Facility shall have a data custodian who shall be a point of contact for all inquiries regarding the handling of the student education records between Facility and the University. Any requests for information by students should be handled by the University. Facility shall develop, implement, maintain, and use appropriate security measures to preserve the education records and shall extend them by contract to all employees who access the education records of Facility and subcontractors used by Facility. As part of its appropriate security measures, Facility will store and process data in accordance with industry best practices. This includes appropriate administrative, physical, and technical safeguards to secure data from unauthorized access, disclosure, and use. Facility will conduct periodic risk assessments and remediate any identified security vulnerabilities in a timely manner. Facility will also have a written incident response plan to include prompt notification of the University in the event of a security or privacy incident as well as best practices for responding to a breach of personally identifiable information. Facility agrees to share its incident response plan upon request. If Facility fails to comply with security measures or disclosure restrictions to which it is obligated through applicable law and/or this Agreement, University may immediately suspend or terminate its relationship with Facility. The Parties agree that all rights in the FERPA records, including all intellectual property rights, shall remain the exclusive property of the University, and Facility has a limited, nonexclusive license solely for the purpose of performing its obligations as outlined in the Agreement. This Agreement does not give Facility any rights, implied or otherwise, to data, content, or intellectual property, except as expressly stated in the Agreement. This includes the right to sell or trade data. Facility agrees to immediately notify, fully cooperate with, and indemnify, when applicable, the University regarding any breach of this section or in this Agreement by Facility, its employees, agents and/or subcontractors. Upon expiration of this Agreement, Facility agrees to notify University to either destroy the student education records in a

manner that completely protects the confidentiality of the student information or return the information to the University.

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 and agree to 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.
8. This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma, without respect to Oklahoma's conflicts of law principles. Exclusive venue for any action brought in connection with this Agreement shall lie in a court of competent jurisdiction in the State of Oklahoma, to the exclusion of the courts of any other state or country.

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, incorporated by reference and made a part hereof as "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 immediately communicate to the Faculty Liaison any concern regarding the Student's performance or progress.

5. The Facility will make reasonable efforts to arrange Student schedules in such a way that minimizes conflict between the Facility, University, and 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.
8. The Facility will provide adequate time for the practicum/internship Instructor to hold individual conferences with the Student as needed. Time is provided for group conferences with the Student as needed during the school year and for preparation in advance of the conferences.

D. Responsibilities of the Student:

See Attachment A, incorporated by reference and made a part hereof as “Student Acknowledgement and Release.”

The Parties agree that this Agreement may be electronically signed, and that completion of the following signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

APPROVED:

UNIVERSITY

- By checking this box, I approve this internship and agree to the terms of this Agreement.

Click to type SLIS Director Name

Director, School of Library and Information Studies,
University of Oklahoma

Date **Click or tap to enter a date.**

FACILITY

- By checking this box, I approve this internship and agree to the terms of this Agreement.

Click to type Facility Representative Name

Click here to type Facility Representative Title

Date **Click or tap to enter a date.**