



Memorandum of Understanding (MOU)

This MOU is between ***Educational Partner*** (Party A) and ***Clinical Partner*** (Party B).

Purpose and Scope

The purpose of this MOU is to define the roles and responsibilities of each party as they relate directly to providing a supportive and engaging work-based learning experience for student-interns, with the intent of fostering the professional development of individual participants as well as augmenting a workforce pipeline for the behavioral health field.

Term of MOU

This MOU is effective upon the day and date last signed and duly executed by the authorized representative of the parties and shall remain in full force and effect for no longer than ***XX weeks/months/years***.

Responsibilities of Party A

Collaborate/partner with Party B to

- Identify a program coordinator/point of contact to ensure effective communication, problem-solving, and sustainability related to the goals of this work-based learning internship;
- Communicate any staffing changes that require introductions and (re)orientation to programming within the context of this MOU;
- Orient to/review with interns the core workplace skills (effective, professional communication; collaboration; dependability and accountability; initiative; etc.); and
- Coordinate how program assessment/data will be administered/collected.

Prepare interns by

- Providing/reviewing academic content relevant to the clinical worksite,
- Completing/reviewing internship goals (e.g., Internship Expectation Worksheet), and
- Reviewing protocols for communication among stakeholders.

Responsibilities of Party B

- Collaborate/partner with Party A to



- Identify a program coordinator/point of contact to ensure effective communication, problem-solving, and sustainability related to the goals of this work-based learning internship;
- Communicate any staffing changes that require introductions and (re)orientation to programming within the context of this MOU;
- Orient to/review with interns the core workplace skills (effective, professional communication; collaboration; dependability and accountability; initiative; etc.); and
- Coordinate how program assessment/data will be administered/collected.

Support interns by

- Striving to align worksite responsibilities/tasks to academic preparation/career interest;
- Reviewing internship goals (e.g., Internship Expectation Worksheet);
- Orienting/reviewing worksite protocols (parking, sign in/out protocols, proper use of equipment, timesheets, dress code, etc.) and professional expectations (confidentiality, forms of address, DEI expectations, etc.);
- Reviewing protocols for communication among stakeholders;
- Providing regular, supportive supervision; and
- Completing an exit interview.

Signature

Name Printed

Title

Organization

Date

Signature

Name Printed

Title

Organization

Date