

# BREVARD COLLEGE

## *Acknowledgment of MOU Responsibilities*

This acknowledgment must be signed and submitted at the time of registration for any student participating in an internship where a Memorandum of Understanding (MOU) is required.

### **Responsibilities**

1. Representatives from Brevard College (BC) and Affiliate Site personnel will jointly plan for the placement of students in the Experience.
2. Upon request of the Affiliate Site, BC will provide program information, which may include but not limited to the following:
  - a. Objectives of the Experience
  - b. Course titles
  - c. Number of Students
  - d. Dates, days and times of Experiences
  - e. Faculty names / qualifications
  - f. Departments to be utilized.
3. BC will appoint qualified faculty, who hold current, unrestricted state licensure, to academically supervise each student in the Experience
4. BC faculty will be responsible for monitoring and evaluating the performance of students participating in the Experience. Input will be sought from the Affiliate Site Staff and preceptors and other appropriate individuals regarding student performance and the process to evaluate that performance.
5. BC will provide a person to regularly communicate with the Affiliate Site regarding numbers of students, professional assignments and all other details necessary for the Experience to function smoothly.
6. BC will inform the student that they must carry personal health insurance while engaged in service to the Affiliate Site.

I acknowledge that all of the above have been completed.

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Printed Name & Signature of Student

Date

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Printed Name & Signature of Faculty

Date

**Please return form to the Office of the Registrar, Beam Administration Building**