

# Memorandum of Understanding

## **Coastal Carolina University International Internship Program**

*P.O. Box 261954, Conway, SC 29528, USA*

This agreement is between Coastal Carolina University (CCU), hereinafter, called University, and \_\_\_\_\_ (Organization)  
\_\_\_\_\_ (City, State, Country and Zip code)

hereinafter called the Organization.

Purpose of Agreement: The University has curricula which allow enrolled students to complete an internship as a part of their professional preparation. The University wishes to enter into an arrangement with the Organization whereby the University students may receive an internship experience arranged by the Organization.

The term of this agreement will commence with the date of the final signature and end by mutual agreement of the parties. Both parties understand that this agreement may be modified or revised through written amendments, or by mutual consent.

The parties agree as follows:

A. The University shall:

1. Provide the Organization with its learning objectives and expectations for the placement of students in a company prior to the commencement of the internship.
2. Ensure that each student requesting an internship submits an application to the Organization that includes the necessary objectives of the internship, as well as an overview of their data protection rights.
3. Provide an orientation for students about living and interning in a foreign country (not applicable for VIRTUAL internships).
4. Determine credit to be awarded by the University upon successful completion of the internship.
5. Instruct its students that they must abide by the regulations and procedures of the Organization and internship business/agency which include:
  - a) Confidentiality of client business/agency records and information.
  - b) Authority of business/agency staff over the business operations.
  - c) Cultural issues about which students must be aware.
6. The University will employ an Internship Director to provide current Internship guidelines to Organization, and to assist in resolving any problems or difficulties.
7. The University will assign students to the Organization for their education and training in accordance with the University academic calendar and the agreement reached on the capacity of the Organization to accommodate students within these timelines.

B. The Organization shall:

1. Make every effort to place qualified students in an internship abroad. The Organization will administer that placement of students and ensure that the students receive a quality placement that meets the required education objectives.
2. Assure that qualified supervision of students is provided during the internship placements.
3. Provide the University with all rules, regulations, procedures and information necessary for the internship placement no later than 30 days in advance of the internship start date.
4. Provide an evaluation for each student from the place of internship to be sent to the University.
5. If the Organization is placing the student in a VIRTUAL internship and the student will be working electronically while living in the United States, please disregard items #6, #7 and #8.
6. The Organization shall either provide housing for students or assist them in obtaining housing for the period of the internship.
7. Use personnel and resources necessary to ensure the safety and well-being of the students and to provide the standard of service as ~~listed in the published program description~~.
8. Relay to the University any report made to the Organization by the student who believes they have experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking. (843-349-2382, titleix@coastal.edu, www.coastal.edu/titleix).
9. Provide reasonable accommodations to an individual with a disability as identified by Accessibility and Disability Services.
10. Not make available or distribute any student education records it receives from the University in violation of the federal Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. section 1232g. The Organization agrees to limit access to records provided by the University to its employees with a legitimate need to know in order for the Organization to fulfill its

obligations under this agreement. The Organization warrants that it has procedures in place to prevent unauthorized access to data provided by the University, and the procedures will be documented and available to the University upon request. The Organization will notify the University immediately in the event of a security breach that could or does impact the University records or data. The organization agrees the University data will not be shared or sold to third parties without prior written authorization from the University. The Organization agrees to notify the University immediately if it receive a subpoena, court order or other request for University data so that the University can take appropriate action if needed.

C. The parties mutually acknowledge and agree as follows:

1. Each student placed in an internship by the Organization will complete the internship as a part of his or her academic curriculum. The duties will be performed under supervision as a student and not performed as an employee.
2. Each party agrees to comply with and to be separately responsible for compliance with all laws, including anti-discrimination laws, which may be applicable to their activities under this program.
3. The students will pay required application/deposit fees directly to the Organization. Other costs including, but not limited to their passport, visa, airfare, transportation, health insurance, travel insurance, food and housing are the responsibility of the student if not included in the program fee.
4. The University is responsible for dismissal of a student for academic or disciplinary reasons, but the Organization maintains the right to remove a student from an affiliation if the student does not comply with the rules, policies, procedures, or standards of the Organization. Before the student's removal by the Organization, the University Internship Director must be notified prior to dismissal. Both the University and the Organization will determine jointly if and when a student should be permitted to return to the Organization and continue the internship experience.
5. This agreement is intended solely for the mutual benefit of the Organization and the University. There is no intention, express or otherwise, to create any rights or interests for any client, patient, student, parent or guardian of any student, employer or prospective employer of any student.
6. Each party agrees to comply with US and International law, including but not limited to the EU's General Data Protection Regulation (GDPR).

UNIVERSITY: The University's data protection officer may be contacted via email at [dpo@coastal.edu](mailto:dpo@coastal.edu) or by telephone at +1 (843) 349-2084. Information about the University's Data Privacy policy can be found at <https://www.coastal.edu/policies/policyDetails.html?x=238>.

ORGANIZATION:

Data Protection Officer \_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_  
Website \_\_\_\_\_

7. Any and all notices given under this Agreement shall be directed to:

ORGANIZATION:

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

UNIVERSITY:

Robert Bulsza  
Director of Internships & Service Learning  
Career Services Center  
Coastal Carolina University  
PO Box 261954, Conway, SC 29528, USA  
[rbulsza@coastal.edu](mailto:rbulsza@coastal.edu)  
+1 (843) 234-3450

No amendment or modification to this Agreement shall be effective unless in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

FOR ORGANIZATION:

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Signature

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Print Name

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Title

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Date

FOR COASTAL CAROLINA UNIVERSITY:

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Signature

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Print Name

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Title

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Date