

UCNJ /INTERNSHIP SITE MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) aims to establish a collaborative framework between UCNJ Union College of Union County, New Jersey (UCNJ) and Township of Union Public Schools, the participating internship site in the implementation of internship placements to align with the educational objectives of our students and recognizing its benefits to the Student, Internship Site and the College. The purpose of this agreement is to guarantee that internship sites provide an environment conducive to student learning, focusing on the fulfillment of Career Readiness competencies outlined by the National Association of Colleges and Employers (NACE) and learning competencies set forth by UCNJ.

This MOU underscores the commitment of both parties to offer internships that foster the professional development and career readiness of all participating students. The internship site agrees to provide a space that supports a positive working environment, conducive to learning and growth. This includes ensuring that interns have access to resources, tools, and opportunities necessary for their development in line with established competencies.

Furthermore, the internship site commits to providing qualified and credible supervision to interns, facilitating mentorship and guidance throughout their placement. Supervisors at the internship site will serve as mentors, offering constructive feedback, support, and opportunities for reflection to enhance the learning experience of interns.

Through this MOU, both parties acknowledge the importance of collaboration in preparing students for the workforce. By adhering to the principles outlined herein, we aim to create mutually beneficial partnerships that enrich the educational experience of students while meeting the needs of the professional community. The National Association of Colleges and Employers (NACE) has identified eight core competencies essential for career readiness. Below are the competencies along with brief explanations.

Your organization will use best efforts to achieve the below competencies during their experiential learning:

1. Critical Thinking/Problem Solving:

This competency involves the ability to analyze situations, identify problems, and develop effective solutions. It encompasses logical reasoning, creativity, and the capacity to evaluate options critically.

2. Oral/Written Communications:

Effective communication skills are crucial in conveying ideas, information, and messages clearly and persuasively. This competency includes both verbal and written communication in various formats and contexts.

3. Teamwork/Collaboration:

Collaboration involves working effectively with others toward a common goal. It encompasses interpersonal skills, the ability to share responsibility, and contribute positively to group dynamics.

4. Digital Technology:

Proficiency in digital technology involves the ability to use technology tools and platforms effectively to accomplish tasks, solve problems, and communicate. It includes skills such as using software applications, navigating digital environments, and leveraging technology for productivity.

5. Leadership:

Leadership involves inspiring and guiding others toward achieving shared goals. This competency encompasses skills such as decision-making, delegation, motivating others, and fostering a positive organizational culture.

6. Professionalism/Work Ethic:

Professionalism refers to exhibiting ethical behavior, integrity, and responsibility in the workplace. It involves demonstrating reliability, accountability, adaptability, and maintaining a positive attitude towards work.

7. Career Management:

Career management involves taking ownership of one's career development and making informed decisions regarding career goals and aspirations. This competency includes skills such as self-assessment, career planning, networking, and job search strategies.

8. Global/Intercultural Fluency:

Global and intercultural fluency involves understanding and appreciating cultural diversity, as well as effectively interacting with people from different cultural backgrounds. It encompasses awareness of global issues, cross-cultural communication skills, and the ability to work in diverse teams. These competencies serve as a comprehensive framework for assessing and developing the skills and attributes necessary for success in the workplace. Employers value candidates who demonstrate proficiency in these areas, as they are indicative of an individual's readiness to contribute effectively in professional settings.

TO EFFECTUATE THESE COLLABORATIVE OBJECTIVES, PARTIES AGREE AS FOLLOWS:

UCNJ will:

- Certify the student's eligibility to participate in the internship assignment.
- Designate an individual with responsibilities to assist in learning objectives and to confer with the internship site supervisor.
- Advise students on internship site policies and procedures.
- Work with the internship site to achieve mutual objectives.

Internship Site will:

- Complete the internship Training Intake Form as attached, which is part of this MOU.
- Provide 180 hours of supervised training which will develop learning goals and career skills aligned with student educational objectives.
- Site will provide a student with the approved site policies in effect during internship dates such as hours of operation, dress code, safety protocols, harassment and discrimination policies, and all policies that bind employees of internship provider.
- Site will assure an appropriate and safe working environment free from health and safety concerns, including all forms of harassment and discrimination.
- Assume liability for work-related injuries sustained by the intern, insofar as such is required by State Workers' Compensation statutes.
- Will provide written evaluations and documentation of performance as requested by UCNJ.
- Verification on a biweekly basis of internship hours completed by student (site method of verification). Each site will complete a student internship evaluation form after completion of the required hours.

In the event the internship site is dissatisfied with the performance of a student, termination of the internship arrangement can be requested by the site to Jasmine V. Jilus to discuss a mutually satisfactory resolution. If the student presents an imminent health or safety concern at the site, the site may immediately remove the student,

but will consult with Jasmine V. Jilus as soon as possible. Conversely, UCNJ may request termination of the internship arrangement for any student not complying with UCNJ guidelines for the internship program or should UCNJ have concerns for the student. Where possible, UCNJ will notify site personnel in advance to discuss a mutually satisfactory resolution but may immediately remove a student in its sole discretion.

Both parties will maintain confidentiality of all records and will adhere to all applicable law, including FERPA. Information shall not be disclosed to any third party without prior consent of the disclosing party.

**THIS MOU SHALL COMMENCE ON THE DATE OF EXECUTION AND
SHALL REMAIN IN EFFECT THROUGH ENTIRE INTERNSHIP DURATION.**

Any change to the MOU must be requested in writing.

The MOU shall be governed by and construed in accordance with the laws of the state of New Jersey and is subject to New Jersey jurisdiction.

Name of Internship Site Township of Union Publics Schools
Primary Site Supervisor Name Ann Hart
Primary Site Supervisor Signature [Signature]
Secondary Site Supervisor Name (if applicable) Building Principal
Secondary Site Supervisor Signature (if applicable) _____
Date 5/5/2025

UCNJ Union College of Union County, NJ

Dr. Demond T. Hargrove
Vice President for Student Development _____ (signature)

Jasmine V. Jilus
Director of Career Services _____ (signature)

UCNJ /INTERNSHIP TRAINING INTAKE FORM

Date of Agreement: _____

Agreement between UCNJ and (employer and location) _____

Intern under supervision: _____

Start date of internship: _____

Internship Duties: _____

Intern Site Supervisor: _____

Intern Site Supervisor e-mail: _____

phone number: _____