

## MEMORANDUM OF AGREEMENT

Between

### MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT Human Service Worker Program

and

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#### I. AFFILIATING AGENCIES:

Mendocino-Lake Community College District (hereinafter called the College) and  
\_\_\_\_\_ (hereinafter called the Agency).

#### II. AFFILIATING AGREEMENT:

This is a mutual agreement between the College and the Agency that will accept "Human Service Worker" students for the supervised Human Service Worker Field Instruction Practicum (HUS 197a).

#### III. THE AFFILIATING AGENCY AGREES TO:

- A. Provide the student with exposure to a wide variety of experiences in the delivery of services within the scope of an entry-level human service worker.
- B. Provide a safe and supportive atmosphere to enable the student to make the transition from the academic to the work environment.
- C. Provide regularly scheduled, ongoing and structured supervision by qualified staff.
- D. Accept qualified students without regard to ethnic group identification, creed or religion, sex, national origin, physical or mental disabilities, marital status or age.
- E. Comply with the Fair Labor Standards Act, which stipulates, for non-employees (volunteer interns), that:
  1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
  2. The internship experience is for the benefit of the intern;
  3. The intern does not displace regular employees, but works under close supervision of existing staff;
  4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
  5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
  6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.
- F. Notify the Field Instruction and Practicum Instructor immediately should problems arise.

#### IV. THE COLLEGE AGREES TO:

- A. Expect the agency to interview all prospective students for qualifications and compatibility in order to determine their suitability as an intern.

- B. Schedule a weekly class for all Field Instruction Practicum students to share experiences, resolve problems, and receive didactic instruction
- C. Provide a field experience coordinator/liaison, who will make at least one site visit to the agency.
- D. Provide liability insurance in the amount of one million dollars, and Worker's Compensation Insurance where applicable.
- E. Provide consultation to the Agency.

**V. REQUEST FOR WITHDRAWAL**

The College may withdraw any student whose progress or adjustment does not justify his/her continuance with the field instruction practicum. The Agency, in consultation with the College, will have the right to refuse a student who is not participating satisfactorily in the program.

**VI. DISCONTINUANCE OF THE AGREEMENT:**

If either party to this agreement wishes to withdraw, it is understood that at least two months notice shall be given by either participating party. Students assigned to this Agency, who are performing satisfactorily, shall be given an opportunity to complete at least the semester with this Agency.

**Agency Representative** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_

**Agency Phone Number:** \_\_\_\_\_

**Mendocino College:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Dan Jenkins,  
Coordinator – Human Service Programs

\_\_\_\_\_  
Dennis Aseltyne  
Dean – Applied Academics

**Date:** \_\_\_\_\_

*The Mendocino-Lake Community College District ensures that programs and services are available to all persons without regard to ethnic group identification, creed or religion, sex, national origin, physical or mental disabilities, marital status, or age*