



Memorandum of Understanding Between Inland Coalition & Industry Partner for Job Shadowing Program

This Memorandum provides for a cooperative agreement between the Inland Coalition and _____ (Industry Partner) to collaborate on the Job Shadow Program.

Whereas the Inland Coalition and this Industry Partner wish to collaborate to provide youth with a meaningful work-based learning experience for program participants, the Inland Coalition and Industry Partner enter into the following agreement for the period MONTH DAY, YEAR to MONTH DAY, YEAR.

The Inland Coalition agrees to:

Provide work-readiness training to support skill building and professionalism.

Conduct weekly work-based learning support and job search skills workshops and one-on-one support.

Identify, assess and place ideal students ready for work-based learning experiences.

Respond to student and Industry Partner suggestions to improve the work-based learning experiences.

Serve as program coordinator to orchestrate program development, delivery and evaluation.

Industry Partner agree to:

Provide a meaningful work-based learning experience for youth, including the acquisition of work readiness and job skills as appropriate.

Provide a shift supervisor.

Provide specific training before allowing student to embark on any task. Continually supervise student.

Adherence to all applicable federal, state and local laws concerning interns as well as state and federal child labor laws.

Treat youth at all times consistent with their being interns as opposed to employees and not allow student to take the place of an employee.

Maintain regular contact with the Inland Coalition about student progress, successes and challenges.

Student will:

Arrive ready to work on time, dressed appropriately.

Check in with shift supervisor and to plan duties for the day.

Get specific training prior to embarking on any new task and not embark on any task the student is not ready to complete.

Contribute to the positive atmosphere of the workplace while not interrupting other employee's work.

Notify shift supervisor in advance if the student will be late or absent for any reason.

Sign a Job Shadowing contract between themselves and the Inland Coalition.

Liability

Program participants will be on school-approved, work-based learning experiences and/or earning school credit. In the event of an injury, the student's own health insurance would respond to the medical treatment needs. The Industry Partner is at no time the employer of record for any program participant.

Termination

This MOU may be terminated at any time in writing by any party for any reason with three days' notice. Alternatively, any party may terminate this MOU with 30 days prior written notice. This MOU also may be terminated immediately by any party if there is a failure to comply with the terms and conditions outlined in this MOU.

Miscellaneous

This MOU constitutes the entire MOU and understanding between the parties, and supersedes all offers, negotiations and other MOUs concerning the subject matter contained herein. There are no representations or understanding of any kind not set forth herein. There are no representations or understandings of any kind not set forth herein. Any amendments to this MOU must be in writing and executed by all parties.

Party Signatures to MOU

I have read all of the provisions outlined in this MOU, and agree to comply with every provision listed herein. I certify that I am authorized to sign agreements on behalf of my business/agency/organization.

Any changes to this contract must be made in writing, and signed by representatives of both the Inland Coalition and Business/Organization.

Carol Allbaugh, Director, Inland Coalition

Name: _____

Title: _____

Date: _____

Date: _____