



## CNMI Public School System Internship/Volunteer MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) confirms the responsibilities of the CNMI Public School System (PSS), the student intern/volunteer and the PSS supervisor in the internship/volunteer work, the beginning and ending dates of the internship/volunteer work, and the due dates for the performance evaluations. This agreement will be signed by all parties prior to the student intern/volunteer reporting to work PSS.

Type of work: Intern  Volunteer

Beginning date of the internship/volunteer:

Completion date of the internship/volunteer:

Will the intern be paid? Yes  No

If yes, how much? \$  per

Will the intern receive school credit for the internship? Yes  No

If yes, how many hours credit?

Weekly work schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Position:

Location of PSS Work Assignment:

PSS Supervisor of Intern/Volunteer:

## **Responsibilities and Duties**

### **Student Intern/Volunteer:**

The responsibilities and duties include:

1. Adhering to work hours set by the site supervisor, policies, procedures and rules governing professional staff behavior.
2. Adhering to PSS policies, procedures and regulations governing the observation of confidentiality and the handling of confidential information.
3. Adhering to the PSS policies, procedures and regulations governing the use of the Internet.
4. Assuming personal and professional responsibilities for his/her actions and activities.
5. Maintaining professional relationships with PSS employees, other students and so forth.
6. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within PSS.
7. Relating and applying knowledge acquired in the academic setting to the work setting.
8. Developing self-awareness in regard to attitudes, values, behavior patterns, and so forth that influence work.
9. Preparing for and utilizing conferences and other opportunities of learning afforded by PSS.
10. Being consistent and punctual in the submission of all work assignments to the supervisor and/or Administrator/Program Manager.
11. Providing the supervisor with periodic progress reports.
12. Provide PSS with either a Police Clearance or a Letter from the Student's Principal stating that Student has no Disciplinary Violations.
13. Understanding that any violation of either this MOA, PSS regulations, CNMI Law or Federal Law will result in immediate termination of the Internship/Volunteer position.
14. To indemnify, hold harmless or reimburse, the Public School System, the Board of Education, and the CNMI government as well as their officers, employees, agents and representatives from any claim that may be initiated by any person, firm or corporation for any losses, damages or injuries arising out of the student intern/volunteer work and his/her presence on PSS property.

**CNMI PSS:** It is the responsibility of the PSS to provide direct, on-the-job supervision of the student intern which includes the following:

1. Conducting a pre-placement orientation and introduction of the student intern/volunteer to the nature and purpose of the internship.
2. Orienting the student intern/volunteer to PSS' organizational structure and operations.
3. Orienting the student intern/volunteer to the PSS' policies, procedures and regulations regarding appropriate dress, office hours, and applicable leave policies.
4. Introducing the student intern/volunteer to the appropriate administrative and support staff.
5. Providing the student intern/volunteer with adequate resources necessary to accomplish job objectives.
6. Orienting the student intern to the policies and procedures with regards to confidential matters and confidential documents.
7. Make clear what the expectations are for professional performance.
8. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's/volunteer's role in PSS.
9. Consulting the Administrator/Program Manager in the event that the supervisor becomes aware of personal, communication or other problems that are disrupting the student intern's learning and performance.
10. Providing regularly scheduled supervisory conferences with the student intern/volunteer.
11. Participating in joint and individual conferences with the student intern and faculty coordinator regarding the student intern's performance.
12. Submitting an evaluation on the student intern's job performance.
13. Submitting a job description for the student intern by \_\_\_\_\_ (date).
14. Assuming responsibility for the removal/termination of a student intern/volunteer from PSS setting whenever necessary.

IN WITNESS WHEREOF, the parties hereto have executed this MEMORANDUM of AGREEMENT on the dates noted by their respective signatures.

**HUMAN RESOURCES DIRECTOR**

I hereby certify that I have received a completed Intern/Volunteer application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
PSS Human Resource Director

**FISCAL AND BUDGET DIRECTOR** (for paid Internships only)

I hereby certify that there are sufficient funds available in Account No. \_\_\_\_\_ for a total obligation of \_\_\_\_\_ required for this agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
PSS Director of Finance

**LEGAL COUNSEL**

I hereby certify that this Memorandum of Agreement is sufficient as to form and that the Commissioner of Education has the legal capacity to execute this Memorandum of Agreement

\_\_\_\_\_  
Date

\_\_\_\_\_  
PSS Legal Counsel

**CONTRACTING PARTIES**

**FOR PSS:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner of Education

**For the Intern/Volunteer:**

I certify that I have read the terms of this Memorandum of Agreement and I will abide by all terms and conditions set forth herein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern/Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent of Legal Guardian  
(If Intern/Volunteer is a minor)