

**MEMORANDUM OF UNDERSTANDING (MOU)**

**Allied Health Career Development**

Lake Career & Technical Center (LCTC) and **Name of Facility**

**Whereas**, our shared vision is to establish an innovative, real-world experience for students with an interest in allied health careers.

**Whereas**, our belief that work-based learning is an opportunity to align education and workplace, and to introduce students to modern workplace expectations and authentic workplace problems.

**Whereas**, we agree to give young people access to experiences that require more knowledge and skills than ordinary “student jobs”.

**Whereas**, we believe and support young people in reaching their goals to be productive citizens in our community.

**Now therefore**, we commit and declare our dedication to serve as a work-based learning site for the LCTC Health Science students. Together, with our joint efforts and combined resources, a program with innovative, hands-on, practical experience will empower students to discover the excitement of success, develop an appreciation for learning, and the ability to visualize and reach their fullest potential.

**Furthermore**, our partnership will define in detail each party’s expectations to ensure student and health care facility outstanding experiences.

***In Witness Whereof, I Therefore Set My Hand This Day,***

\_\_\_\_\_  
Director, Lake Career & Technical Center

\_\_\_\_\_  
**Facility Representative**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Student Qualifications:**

1. Successful completion of Health Science, CNA certification, and AHA BLS CPR certification.
2. Be “on track” with high school May graduation.
3. Be “on track” with LCTC Course completion requirements.
4. Maintain “Meeting Expectation” requirements designated for the following: Punctuality; Time Management; Ethical Behavior; Personal Responsibility; and Interpersonal Skills.
5. Have an attendance rate of at least 90% or higher.
6. Ability to provide their own transportation to and from the internship site.

**Student Expectations:**

1. Students will provide proof of Hepatitis B vaccination, Tuberculosis testing, Influenza vaccination, criminal background check, and drug screening.
2. Arrive on time and remain at the intern site until the designated release time.
3. Inform your instructor and internship site if there is a necessary change with time(s) and date(s) of scheduled intern hours. (i.e. doctor’s appointment, illness, etc.).
4. Demonstrate a desire to be a good team player, show honesty and cooperative attitude along with a willingness to learn.
5. Wear a designated uniform with ID to intern site.
7. Follow safety procedures outlined in class and at the internship site.
8. Follow all LCTC policies and internship site’s policies.
9. Provide their own transportation to and from the internship site.
10. Monitor and track student internship hours.
11. Consult instructor about any difficulties arising related to the internship site.
12. Complete the Internship Student Reflection and return to your program instructor.

**Parent/Guardian Expectations:**

1. Contact LCTC Health Science instructor if there are questions related to the internship.
2. Comply with the transportation arrangements for the internship.
3. Support the student in the program by seeing that the student complies with the policies, regulations, and procedures of the school and internship site.

**LCTC Expectations:**

1. Provide a qualified faculty instructor to oversee Allied Health Career Development course and expectations.
2. Provide liability insurance for both LCTC faculty and students.
3. Provide instruction to students related to health care practices including, but not limited to, HIPAA training.
4. Monitor and communicate with internship site regarding student performance.

**Internship Expectations:**

1. Provide opportunities for Allied Health students to learn relevant skills.
2. Ultimate responsibility of patient care lies with the internship site.
3. Provide thorough orientation to the internship site, including, but not limited to federal, state, and local laws pertaining to safety.
4. Maintain open dialogue with appropriate school personnel as well as students, including any concerns related to student performance.
5. Complete appraisals and assessments of the student’s performance and progress.
6. Complete the “Employer Reflection” at the end of the internship.