Memorandum of Understanding
Between
NAME (school or agency)
and the University of Arkansas at Little Rock

This agreement details the expectation of the NAME and the University of Arkansas at Little Rock (UALR). The NAME agrees to provide Internship field experience and supervision for the Interpreter Education Program (IEP) at UALR.

Placement Site Selection

IEP personnel will approve all sites to ensure that they provide IEP students with the best opportunity for professional development. The site will provide IEP students with experiences related to deaf or deaf-blind individuals and culturally diverse and exceptional populations. Mutual agreement between the NAME and UALR will be reached about site choice for placement of each Internship student.

Screening of Cooperating / Supervisory Personnel (Administrators or Interpreters)

Choice of the cooperating/supervisory personnel is a joint responsibility of the Internship placement site and the university. Criteria for screening cooperating/supervisory personnel are as follows:

Cooperating/Supervisory Personnel should:

a. be nationally credentialed
b. have a minimum of three years’ experience in their content area/professional roles;
c. have outstanding supervisory and management competencies;
d. provide opportunities for IEP Interns to observe, plan and practice interpreting in a variety of professional roles;
e. agree to permit the IEP Intern an opportunity to develop the skills needed to assume full responsibility for interpreting;
f. exhibit positive diagnostic and problem-solving approaches to most solutions;
g. model the behaviors and attitudes recommended to IEP Interns; and
h. cooperate in professional relationships and participate willingly in the UALR educational program;

Preparation of Cooperating/Supervisory Personnel

UALR will contact all cooperating/supervisory personnel each semester to initiate placement of students and to explain the goals and objectives of the UALR interpreter education program. The meeting will also serve to establish communication with and support for cooperating/supervisory personnel and provide a platform for them to have input and voice in the ongoing growth of the field experiences and placements process.
Internship Site Responsibilities

*Internship* sites will ensure that cooperating/supervisor personnel follow proper supervisory procedures, including adequate evaluation and feedback both to the IEP student and to the university supervisor. On-site supervisors will align their observation/feedback with state and/or university curriculum standards and the interpreting profession.

IEP *Internship* students and supervisors are expected to follow all rules and regulations established by the placement site. The cooperating/supervisory personnel shall provide each IEP student and university supervisor with a copy of the most recent handbook or specific guidelines regarding rules and regulations for the site.

University IEP Responsibilities

UALR will provide technical support through a university supervisor who will aid in in-service activities, supervisory activities, or other events for cooperating personnel (as determined to be useful to the site and beneficial to the education program).

UALR will ensure students placed with minors in educational or treatment centers have a current state police background check.

Intern Responsibilities

- UALR IEP Internship students Interns will complete 300 clock hours of supervised interpreting.
- Interns will adhere to all state and federal laws as well as follow all the policies and procedures at the internship site.
- Interns are expected to follow the NAD-RID Code of Professional Conduct.
- Interns are expected to conduct themselves in all matters in a professional manner.
- Interns will complete time logs and journaling requirements as outlined in the Course Outline.

Compensation for Internship Students

Students may use employment positions to satisfy *Internship* experience. If the student is hired directly by the agency, then the IEP student will be compensated as an employee. All site rules and regulations applicable to an employee will be binding on the IEP student.

______________________
NAME

______________________
DATE

SITE SUPERVISOR

______________________
NAME

______________________
DATE

UALR Internship Supervisor

______________________
DATE