

# MEMORANDUM OF UNDERSTANDING

## SW Washington Opportunity Internship Program (OIP)

### Purpose

This Memorandum of Understanding (MOU) between the **Southwest Washington Workforce Development Council**, hereafter referred to as the "SWWDC," **nConnect NW**, referred to as "nConnect," and **Woodland School District**, hereafter referred to as "Woodland SD" describes how the partners will work together to provide internships to eligible youth in compliance with the requirements of the SW Washington Opportunity Internship Program (OIP) and other applicable funding sources.

### Program Overview

The goal of the OIP is to provide 90-hour internships for sophomores and juniors in high demand careers with the goal of encouraging students to pursue post-secondary education and training in a related field. *Students who successfully complete the internship will receive a \$500 stipend and may also be eligible to receive a scholarship funded through the Washington State Need Grant program provided funds are available.*<sup>1</sup>

The SW Washington OIP is administered by the Southwest Washington Workforce Development Council (SWWDC) with funds from the State Workforce Board, Workforce Investment Act, and Department of Labor. SWWDC will administer the program in partnership with nConnect NW and the SW Washington STEM Coach, Educational Service District 112<sup>2</sup>, and local school districts.

The OIP will focus on creating approximately 100 internships in SW Washington in the following targeted industries: manufacturing, including high tech; construction trades; health care<sup>3</sup>; and transportation and logistics. Emphasis will be on those occupations within these industries that require the use of science, technology, engineering, and/or mathematics (STEM) with average annual wages of at least \$30,000.

### Eligible Opportunity Internship Program Applicants

Sophomores, juniors, and seniors<sup>4</sup> from partner school districts who are at least 16 years of age and who are eligible for the federal free and reduced lunch program and who are interested in pursuing a career in one of the targeted industries and who are working with SW Washington's STEM Coach are eligible for internship placement.

In addition, Workforce Investment Act (WIA) eligible sophomores and juniors who are enrolled in Educational Service District 112's Youth Workforce Program<sup>5</sup> and who are interested in pursuing a career in one of the targeted industries are eligible to participate in the program through the ESD 112 program.

All applicants, regardless of how they access the OIP, will be required to complete an internship application. Internships are limited and application does not guarantee internship placement.

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<sup>1</sup> The OIP program is a statewide program. Students must complete a Free Application for Student Financial Aid (FAFSA) as early as possible after January of their senior year. Funds are limited and available on a first come, first awarded basis.

<sup>2</sup> Students enrolled in ESD 112's Youth Workforce Program can participate in accordance with ESD 112's program policies and procedures.

<sup>3</sup> Health care internships only available through existing district internships programs or through ESD 112's Youth Workforce Program.

<sup>4</sup> While seniors are allowed to participate, the likelihood of receiving a scholarship this year is low this year due to the timing of the program implementation.

<sup>5</sup> WIA youth services are currently out for competitive bid. If selected, additional WIA providers may offer internships beginning July, 2010.

## **Partner Contacts**

Partner contacts for this MOU are:

- a. Southwest Washington Workforce Development Council  
805 Broadway, Suite 412  
Woodland, Washington 98660  
Brandi Stewart-Wood, Director of Strategic Initiatives  
(360) 567-1070
- b. nConnect NW  
P.O. Box 2338  
Woodland, Washington 98668  
Natalie Pacholl, Program Director  
(360) 718-1603
- c. Woodland School District  
800 Third Street  
Woodland, WA 98674  
Craig Downs, CTE Director  
(360) 225-9451

The partner contact information may be updated from time to time by giving written notice to all partners.

## **Roles and Responsibilities**

SWWDC will serve as the OIP program administrator, the district will serve as the work-based learning educational partner, assuming liability and supervision responsibilities for the students while participating in the internship, and nConnect NW will serve as the employer recruiter and student case manager. The program will be carried out in compliance with the district's work-based learning policies and requirements.

### **SWWDC Responsibilities:**

1. Oversee the OIP program and its delivery in SW Washington.
2. Provide program guidance and ensure compliance with program guidelines.
3. Facilitate monthly program partner meetings to identify and resolve issues.
4. Submit a list of students who complete the internship to the Workforce Board to support students' application to the State Need Grant.
5. Coordinate employer recognition activities and public relations related to the program.
6. Submit all required program reports to the State.

### **nConnect Responsibilities:**

1. nConnect will:
  - a. Work with districts and STEM Coach to identify the kinds of internships students are seeking.
  - b. Recruit employers to provide internships opportunities for students and facilitate initial job development activities which include communicating the overall program goals and objectives, setting initial program participation expectations, and communicating insurance requirements (liability and Volunteer Workers Compensation Insurance).
  - c. Maintain list of participating companies and contact information and provide reports to SWWDC.
2. nConnect's STEM Coach will:
  - a. Screen and enroll eligible applicants who meet the program criteria;
  - b. Work with district staff and the student to develop appropriate career learning plans that include learning objectives for the internship and plans for application to, and in enrollment in, a related post-secondary program;

- c. Work with district staff to match students to appropriate internships;
- d. Work with student and family to complete FAFSA to apply for State Need Grant and other financial aid;
- e. Work with district staff to deliver work readiness training to prepare the student for internship success which includes: cover letter and resume writing, interviewing skills, on-the-job expectations, employee rights and responsibilities; and issue resolution;
- f. Provide a \$500 stipend to students who successfully complete the internship;
- g. Provide limited supportive services as needed and appropriate to support the successful completion of the internship;
- h. Coordinate quarterly opportunities for students to visit local area colleges that offer STEM education and training programs;
- i. Mentor and support the student and link to applicable resources as they plan, prepare, and pursue post-secondary enrollment (for up to 18 months, per willingness and interest of student); and,
- j. Maintain eligibility and enrollment paperwork as required by the Opportunity Internship Program.

#### **Woodland School District Responsibilities:**

1. Promote the program to students who may qualify for the program and make referrals to the STEM Coach;
2. Work with the STEM Coach and student to develop appropriate career learning plans that include expectations for the internship and plans for application to, and in enrollment in, a related post-secondary program;
3. Establish a worksite learning agreement (Exhibit A) with the student, employer, parent/guardian, and STEM Coach in accordance with district policies and procedures;
4. Carryout student and employer supervision responsibilities in accordance with district policies which include:
  - a. Aligning the worksite learning experience to the education plan of the student
  - b. Orienting the employer and coordinating with the worksite supervisor
  - c. Ensuring employer compliance with all applicable federal and state employment laws related to employment of minors
  - d. Supervising experience and communicating student progress with employer and STEM Coach
5. Report internship completion and submit timesheets and employer/teacher evaluation of student to SWWDC.

#### **General Responsibilities of Partners**

Each Signatory partner to this MOU will:

- Participate in monthly program management meetings.
- Communicate any issues or concerns to the appropriate party in a timely manner and seek to resolve issues in a timely manner.
- Coordinate all interactions with the media regarding this program through the SWWDC.
- Acknowledge all partners and funding sources in all publications, press releases and communications using the following language:
  - *The SW Washington OIP is administered by the Southwest Washington Workforce Development Council (SWWDC) in partnership with nConnect NW and the SW Washington STEM Coach, Educational Service District 112, local school districts, and employers. The program is funded by the Washington Workforce Training and Education Coordinating Board, the Workforce Investment Act, the Department of Labor, and the Washington State Need Grant.*

#### **Duration and Modification**

This MOU shall take effect as of the date of signature and will remain in effect through November 30, 2010. This MOU may be modified at any time by written agreement of the parties.

**Disputes**

The partners shall first attempt to resolve all disputes informally. Any partner may call a meeting of all partners to discuss and resolve disputes. Should informal resolution efforts fail, the dispute shall be referred to the district superintendent, SWWDC executive director, and nConnect NW program director who shall resolve the dispute.

**Severability**

If any part of this MOU is found to be null and void, or is otherwise stricken, the rest of this MOU shall remain in force.

**Assurances**

The partners agree that all activities pursuant to this MOU will be in accordance with all applicable current or future federal, state, and local laws, rules, and regulations.

The parties to this agreement will assure that it will fully comply with the nondiscrimination and equal opportunity provisions of Section 188 of the Workforce Investment Act and its implementing regulations at 29 CFR Part 37. These regulations prohibit discrimination because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief in both participation and employment.

Partners shall not discriminate or deny services and shall ensure that equal access is provided to all individuals, without regard to age, sex, marital status, race, creed, color, national origin, religion, political affiliation or belief, or disability, in program participation.

The partners assure that they will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

**Indemnification**

The parties recognize that the partnership consists of various levels of government and not-for-profit entities. Each agency party to this agreement shall be responsible for injury to persons or damage to property resulting from negligence on the part of itself, its employees, its agents, or its officers. No agency party assumes any responsibility to any other party, state or non-state, for the consequences of any act or omission of any third party. Each agency party will hold harmless and defend all other parties to this Agreement from any and all claims for damages, including costs and attorney fees resulting in whole or in part from the party or its agent's activities under the agreement.

**Authority and Signatures**

The individuals signing below have the authority to commit the partner they represent, and/or oversee individuals who have the responsibility for carrying out the terms of this MOU, and do so commit by signing:

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Lisa Nisenfeld, Executive Director,      Date  
**Southwest Washington  
Workforce Development  
Council**

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Natalie Pacholl, Program Director,      Date  
**nConnect NW**

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Jim Bays, President      Date  
**Woodland School Board**

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Michael Green, Superintendent      Date  
**Woodland School District**

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John Soup, Principal, **Woodland**      Date  
**High School**

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Craig Downs, CTE Director,      Date  
**Woodland School District**

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