



## GLOBAL PARTNERS MBA

ATLANTA • RIO • PARIS

### *Memorandum of Understanding*

This is a Memorandum of Understanding among the Board of Regents of the University System of Georgia by and on behalf of Georgia State University (“Georgia State”), the Student Intern identified on Exhibit B (“Student”) and the Company identified on Exhibit B (“Company”).

#### I. Purpose

Georgia State, through its Global Partners MBA (GPMBA) Program, aims to provide the Student with a full-time work experience to build and expand his/her international competencies. The cornerstone of the program revolves around the Student’s performance in a required international internship related to the student’s field of expertise, while delivering a value-added service for the Company. It is expected that the Student will be able to synergize his/her four-continent classroom experiences and program themes with on-the-job situations to perform successfully in non-chartered territory.

#### II. General Provisions

A. The Director of the Global Partners MBA, in conjunction with the Company’s designated representative will agree on the terms of the work program. The purpose of the full-time internship is to provide the Student with both observational and hands-on experiences that will enhance academic preparation as well as increase the ability of the Student to perform on a professional level after graduation from the Georgia State Global Partners MBA program while providing value to the Company.

B. The Company’s designated representative agrees to provide a mid-term and final written evaluation of the Student and an oral mid-term and final debriefing of the internship experience with the Director of the Global Partners MBA. The Student must submit three monthly reports, a final summary report and presentation, and complete a debriefing of the internship experience. The reports and presentation will not divulge proprietary information of the Company. The intent of the reports and presentation is to require the Student to systematically reflect and capture the totality of the internship experience, including but not limited to the description of the work environment and assigned tasks, expectations, surprises, cultural observations, personal experiences outside of the workplace.

C. The Student and the Company will be responsible for negotiating, compensation, travel expenses, insurance, living expenses, and other such related items, as applicable.

D. The duration of this Memorandum of Understanding is indicated on Exhibit B.

E. Georgia State may disclose information from the Student’s education record, as appropriate, to a representative of the Company, upon the Student’s consent.

F. The Student will be expected to perform the services outlined on Exhibit A, as such services have been agreed upon by Georgia State and the Company.

G. The relationship of the parties hereunder shall be an independent contractor relationship. None of the parties has the power to bind any of the others or contract in the name(s) of the other parties.

H. This Agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof.





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**ACCEPTED BY:**

Student/Date: \_\_\_\_\_

Company/Date: \_\_\_\_\_

Georgia State/Date: \_\_\_\_\_





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### *Exhibit A*

***Specific Duties and Responsibilities:***

Please provide a detailed description of the specific duties and responsibilities for the Student. Please also define the parameters by which the Student's performance will be evaluated. If the sponsoring manager and the individual who will be completing the evaluation are not the same, please provide the evaluator's name and contact information as well. Attach additional pages if needed.





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### *Exhibit B* *Contact Information*

Student	
E-mail Address(es)	
Address	
Telephone	
• Local (cell)	
• Permanent	
<b>Internship Period</b>	
• Start Date	
• End Date	
Company Name	
Company Address	
Sponsoring Manager: Name	
Sponsoring Manager: Title	
Contact Information	
• Address	
• Phone (Work)	
• Phone (Mobile)	
• Email	
Company Website Address	

