

Memorandum of Understanding

Between



and

HOST

Purpose

This Memorandum of Understanding (MOU) sets forth the terms and understanding between, the Our World-Underwater Scholarship Society, the American Academy of Underwater Sciences, and the (HOST) regarding the (YEAR) Dr. Lee H. Somers American Academy of Underwater Sciences (AAUS) Scientific Research Diving Internship.

This MOU will establish the responsibilities and expectations of each of the three partners of the (YEAR) AAUS Internship in order to achieve compatible objectives. This includes, but is not limited to, administrative assistance, financial reporting, funding distribution, publicity, corrective actions, and incident reporting.

Responsibilities

Our World-Underwater Scholarship Society will be responsible for:

- (1) Updating and posting internship qualifications, description, and deliverables;
- (2) Providing logistical and administrative assistance to advertise, recruit and select suitable candidates for the internship;

- (3) Providing AAUS with a short list with supporting documentation of semi-finalists for the final internship selection;
- (4) Maintaining an up-to-date internship handbook;
- (5) Providing administrative support of expense reporting processes by the intern;
- (6) Timely distribution of funds to the intern as required;
- (7) Providing web and host management for the internship blog, images, and final reports.
- (8) Organizing and coordinating the annual conference to highlight the internship and facilitate knowledge sharing with other OWUSS interns and scholars;
- (9) Taking necessary disciplinary action to correct intern conduct or performance problems

American Academy of Underwater Sciences will be responsible for:

- (1) Updating and posting internship qualifications and description;
- (2) Providing logistical and administrative assistance to advertise, recruit and select suitable candidates and hosts for the internship;
- (3) Providing the AAUS host with a short list of semi-finalists for the final internship selection, along with supporting documentation;
- (4) Providing funds in the amount of \$1500 to OWUSS for timely distribution to the intern as required;
- (5) Providing awareness of the internship blog, images, and final reports within the AAUS community.

(HOST) will be responsible for:

- (1) Providing direct support through operational logistics as the internship host;
- (2) Providing required training and other in-kind support for the intern as necessary for meeting internship goals and requirements;
- (3) Coordinating and editing blog entries and other publications and publicity that highlight the internship and missions of the *University of Georgia*, AAUS, and the OWUSS;
- (4) Informing the relevant AAUS and OWUSS personnel of conduct or performance problems in accordance with the most recent internship handbook;
- (5) Informing the relevant AAUS and OWUSS personnel of relevant accidents/illnesses/injuries in accordance with the most recent internship handbook.

All parties will be jointly responsible for:

- (1) Developing and refining the internship collaboratively in order to best address the missions and needs of all parties;
- (2) Publicizing the results and achievements of the internship, and all parties;
- (3) Meeting together periodically to coordinate the internship activities, details, and public outreach for both organizations.

Duration/Modification

This instrument contains the entire written agreement made by and between the Parties hereto and may and may be modified by mutual consent of authorized officials from OWUSS, AAUS, and/or the (Host). This MOU will remain in effect from (start date) until (end date) or until modified or

terminated by written mutual consent of OWUSS, AAUS, and (HOST), signed by the Parties and attached hereto.

Contact Information

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251-591-3775
aaus@disl.org

Host Name
Host representative
Position
Address
Telephone
Fax
E-mail

Signatures:

Each Party expressly certifies and affirms that the content of any statements made herein are truthful and accurate and that the person signing this MOU on behalf of a Party has the authority to do so.

_____ Date: _____

(Partner signature)
(Stephanie F. Roach, Our World-Underwater Scholarship Society, Vice President, Internships)

_____ Date: _____

(Partner signature)
(Christopher M. Rigaud, Treasurer; American Academy of Underwater Sciences)

_____ Date: _____

(Partner signature)
(xxxxx,)