 MEMORANDUM OF UNDERSTANDING BETWEEN  
_____________________________ AND WESTERN CAROLINA  
UNIVERSITY PARTICIPANT PROGRAM  

This agreement between __________________________ and Western Carolina University Participant Program (UP Program) is to establish the relationship in the provision of the participants at the internship site.

The Western Carolina University Participant Program serves students with intellectual disabilities on the college campus. During this two year experience, each participant is expected to live on campus, audit classes, participate in campus activities, and gain valuable employment experience. At the end of this time, they will graduate with a certification of completion.

To assist with funding, many of our participants receive a need-based scholarship from the Walmart Foundation School-to-Community Transition Project. As part of their contract while receiving this funding, participants are required work 10 hours each week at an on-campus job site(s). We believe that this is a great opportunity for participants to further explore their job interests and gain experience that will carry over into their lives after graduation.

The __________________________ agrees to:

- Provide the participant with 10 hours of work each week (unless prior arrangements are made).
- Provide evalutative feedback about participant performance as requested by University Participant Career Development Coordinator.
- Make reasonable accommodations for participants according to their needs as requested by the University Participant Career Development Coordinator.

Western Carolina University Participant Program agrees to:

- Ensure that the participant has a student support with them at all times.
○ Work with the employer to train the participant for job tasks.

○ Guarantee that the participant fulfills job responsibilities to the best of his or her ability.

WESTERN CAROLINA UNIVERSITY PARTICIPANT PROGRAM

By: ______________________ date: ________
Dr. David L. Westling, UP Director

By: ______________________ date: ________
Cassie M. Coco, UP Job Coach

By: ______________________ date: ________

Employee: ______________________ date: ________

Begin Date: ___________    End Date: ___________