

MEMORANDUM OF UNDERSTANDING

BETWEEN THE UNIVERSITY OF PUERTO RICO AT MAYAGÜEZ AND THE UNIVERSITY OF MICHIGAN POPULATION FELLOWS PROGRAMS

UPRM Follow-Up Program to the Hispanic Serving Institutions Initiative Summer Internship

This Memorandum of Understanding is entered into by and between **The University of Puerto Rico at Mayagüez (UPRM)**,

represented by its Chancellor, Dr. Jorge Iván Vélez Arocho, and **The University of Michigan Population Fellows Program (PFP)**,

represented by Dr. Frank Zinn, Program Director.

BACKGROUND INFORMATION

The PFP – Hispanic Serving Institutions Initiative Summer Internship has as its principal goal training future professionals in international population and family planning issues. A paramount goal of the Department of Social Sciences at the UPRM is to increase the amount of its students that choose to pursue advanced degrees in the Social Sciences and related fields. At the same time, the current UPR administration has expressed its interest in promoting formal cooperation agreements with other universities. Therefore there is a natural fit between the goals of our institutions and programs.

The Department of Social Sciences has developed or collaborated with summer internship programs in the past, similar to the PFP – Hispanic Serving Institutions Initiative Summer Internship. Also, the Center for Applied Social Research (CISA) developed a Certification Program in Applied Social Research (PISA) for UPRM Social Science undergraduate students. Our experience with these programs has demonstrated that the best way to maximize a student's internship experience is through a follow up period in which faculty mentors guide and supervise the application of gained skills and knowledge.

GENERAL AIM

The coordinators of the PFP and the Department of Social Sciences have agreed that a follow-up experience will be a valuable reinforcement to the internship goals. A

follow up project would be an excellent way to not only enhance the overall internship experience but also to potentially increase the number of students who pursue careers in international population or population-environment. Therefore, the PFP and the Department of Social Sciences at UPRM propose a two-year formal agreement to develop a pilot follow-up program for the HSI Summer Internship. The PFP Internship coordinators have indicated that they welcome this new approach and their willingness to support this initiative, which will be the first of its kind.

The general aim of the pilot follow-up program will be to enhance the UPRM participant's PFP experience with time, research experience, mentorship and resources to develop the interests and skills obtained through his/her participation in the HSI Summer Internship. This aim will increase the probability that the goals of both, the HSI Summer Internship and the Department of Social Sciences at UPRM, will be obtained.

PROGRAM DESCRIPTION

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The proposed program will require that participating UPRM students selected to participate in the Minority Serving Institution Undergraduate Summer Internship Program, return to UPRM and complete a year-long follow up applied social research project under the mentorship of a UPRM Department of Social Sciences faculty member. At the end of that process, the student will receive a certificate conferred by The University of Michigan PFP and The University of Puerto Rico at Mayagüez.

The program will rely on the following activities to obtain the previously stated goals and objectives:

- Students interested in participating in the follow-up program will apply to the PFP Summer Internship through an internal selection process at UPRM-Department of Social Sciences. The UPRM affiliated faculty will form a committee that will be in charge of screening the applicants based upon the written materials required for Minority Serving Institution Undergraduate Summer Internship Program (curriculum vitae and statement of purpose), plus a face-to-face interview. The UPRM affiliated faculty committee will recommend only the most qualified students following the PFP criteria, focusing on the applicant's interest in international family planning and public health.

- The PFP will give additional consideration to students participating in this pilot program in the context of the selection process because of their increased competitiveness among the total pull of applicants.
- The UPRM student selected by the PFP to participate in the Minority Serving Institution Undergraduate Summer Internship Program will comply with all of the PFP program requirements.
- During the academic year following the Summer Internship, the student and his/her faculty mentor at the UPRM will develop an applied social research proposal to apply for funding at UPRM. The UPRM faculty mentor will be selected among the affiliated faculty by the Chair of the Department of Social Sciences at UPRM and the PFP coordinators. The mentors will have expertise and/or research interests related to population issues, public health, and family planning. The PFP will participate in the development of the criteria to be used for accepting the follow-up projects.
- The student will be required to submit at least two (2) project progress reports and one final report to the UPRM and the PFP coordinators.
- At the end of the academic year, the participant will be required to present the research/community service results at a formal local, regional or national professional forum or as a published article.

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As a partner in the development of this follow-up program, the University of Puerto Rico at Mayagüez will commit to:

1. Through the Department of Social Sciences, identify and prepare potential candidates to participate in the PFP summer internship using HSI Summer Internship guidelines, guaranteeing that the UPRM candidates will exceed the Program's acceptance requirements.
2. Through the Department of Social Sciences, in consultation with the Deanship of Arts and Sciences, provide a faculty mentor for the UPRM participant, to supervise and administer the follow-up experience for one (1) academic year. The institutional incentive for each faculty mentor will be three (3) credits (25%) release time per semester, for a total of six (6) credits release time throughout the academic year.

3. Through the College of Arts and Sciences, provide a budget of up to \$2,000 per project per academic year. In order to obtain this funding, the participant will submit a formal research proposal at the beginning of the academic year specifying the nature of his/her research, calendar of activities, and a formal letter of commitment from the faculty mentor towards the project. A committee, designated by the Departmental Chair and the College of Arts and Sciences, will evaluate the proposals on a competitive basis. The faculty mentors will be responsible for the administration of the selected students' funds.

The Population Fellows Program will commit to:

1. Consider the follow-up program in the participant selection process. During the application review process, the PFP will pay particular attention to the types of opportunities (e.g. mentorship, project funding, etc.) that would be provided to the students after the completion of their respective internships. The evaluation committee would then take these additional opportunities into consideration when making their acceptance decisions.
2. Awarding a joint certificate with the UPRM to participating students that complete the program's requirements.
3. Depending on the relevance of the project to the goals of the MSI Orientation for that year, the program will consider inviting students with relevant projects to the orientation so that they may present their experiences to the MSI Undergraduate Interns.

FINAL PROVISIONS

FIRST: This Agreement will remain in effect for two years from the date on which it is signed by both parties; should the signing take place separately, the term will begin on the date of the last signature.

SECOND: This Agreement may be renewed, terminated, expanded, and/or modified by any of the parties, if so, in writing, at least six (6) months prior to such intended action.

The request for renewal, modification, and/or expansion will be presented to the Chancellor or President of the university, as applicable. Said request must be accompanied by an evaluation of the execution of the present Agreement.

If the present Agreement is not renewed, expanded, or modified, both parties are committed to the completion of activities in progress. The expiration of the Agreement will not affect the development and completion of the programs, projects or activities that are still in progress.

THIRD: The parties declare that they sign this agreement and agree to its stipulations in good faith; and by that good faith they commit themselves to all actions that will ensure its fulfillment. Should there arise a discrepancy in interpretation, it will be resolved by the mutual consent of the parties in the same spirit which led them to sign it.

FOURTH: The two parties are committed to maintaining records of all reports, timesheets for jobs or assistantships, and all other documents related to the services discussed in this Agreement, in order that they be available for examination or copying by the Office of Internal Auditors of the University of Puerto Rico, by a firm of outside auditors hired by the University of Puerto Rico, or by the Office of the Comptroller of Puerto Rico in its auditing of the University of Puerto Rico. Audits will be carried out at reasonable times during the course of the services or after their completion, in accordance with generally recognized auditing practices. Said documents will be kept for a period of no less than six (6) years or until the Office of the Controller of Puerto Rico has made its investigation, whichever occurs first.

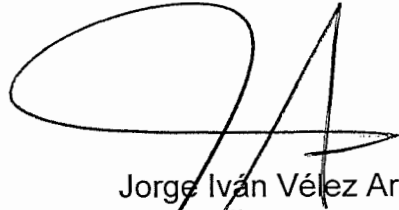
FIFTH: Each of the parties consents to exempt and exonerate the other party from responsibility in the case of any judicial or extrajudicial claim, and to provide indemnization for damages and/or mental or moral anguish that may be suffered by any person or legal entity, when said damages are alleged to have been caused by the negligent, reckless, and/or culpable actions, conduct, or omissions of each party, its agents or employees, when such damages shall have occurred totally or partially during the realization of this Agreement.

SIXTH: Either party may rescind the present agreement by notification thirty (30) days prior to the date of the rescission. One party may immediately cancel the agreement without prior notice upon the other party committing negligence, non-compliance or violation of a condition of the present Agreement.

Having read this document and made aware of the content and scope of each of its clauses, confident of the benefits this accord will bring forth at both Institutions, and

in order to commit themselves to the objectives of this program and to the responsibilities they agree upon, and having indicated that in its formalization there is no fraudulent intent, bad faith, or any other defect that might invalidate the agreement, the parties sign their consent.

In Mayagüez, Puerto Rico, on this day 17 of September, 2004.



Jorge Iván Vélez Arocho, Ph. D.
Chancellor
University of Puerto Rico at Mayagüez

In Washington, D.C. on this _____ day of _____, 2004.

Frank Zinn, Ph. D.
Director
University of Michigan
Population Fellows Program