

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made as of **November 21, 2023** ("Effective Date"), by and between the California State University Dominguez Hills (hereinafter called "CSUDH" or "University"), on behalf of the Career Center (hereinafter called "Career Center"), and the City of Carson (hereinafter called "City"), (each individually, a "Party" and both together, the "Parties").

I. Objective

The City of Carson's Internship and Mentorship Program ("Program") with CSUDH aims to provide up to 8 students from CSUDH with a comprehensive and immersive learning experience that spans an entire academic year. The Program seeks to foster a strong partnership between the City and CSUDH, promoting knowledge exchange and supporting the career growth of aspiring professionals. To enhance the Program and provide a more inclusive opportunity, the City plans to include a paid internship component. The addition of compensation will ensure that students from diverse backgrounds can participate without financial constraints. This MOU builds upon the signed CSUDH and City of Carson Town and Gown promise that builds upon sustainable partnerships towards progress and support of the City and University.

By implementing this Program, both Parties aim to provide a comprehensive and rewarding experience for students, enabling them to contribute to the City's development while gaining valuable skills and knowledge. Both Parties, can foster long-term partnerships, talent development, and sustainable growth for the City and its residents.

For good and valuable consideration, the Parties agree as follows:

II. Program Components

1. *Duration*: The Program will span from September to May, aligning with the academic calendar of the University.
2. *Eligibility*: The Program is open to junior, senior, or graduate students that are in good academic standing.
 - a. Background/Live Scan Fingerprint will be conducted by City.
 - b. Possession of a valid California Class C Driver's License.
 - c. This is a part-time at-will position (FLSA: non-exempt), limited to 500 hours per fiscal year.
 - d. Selection Criteria will be determined and posted by City in each job bulletin.
 - e. GPA: 2.8 or higher
3. *Compensation*: Interns will receive a competitive hourly wage for their work, ensuring fair compensation for their time and efforts throughout the academic year.
4. *Departments and Project Assignments*: Interns will be placed in various City departments based on their field of study and interests. They will engage in diverse projects and tasks relevant to their department, allowing them to gain practical experience and make meaningful contributions to the City's initiatives.
5. *Supervision and Guidance*: Each intern will be assigned a dedicated supervisor within their department, who will provide mentorship, support, and regular feedback.
6. *Networking Opportunities*: Mentors will facilitate connections for their mentees, introducing them to relevant professionals within the City and beyond, expanding their network and fostering potential future collaborations.
7. *Skill Development*: The Program may include workshops, seminars, and panel discussions throughout the academic year, covering various professional skills such as communication,

project management, problem-solving, and leadership. These sessions will enhance the interns' overall competency and prepare them for future employment.

8. *Recognition:* Interns who successfully complete the Program will receive a certificate from the City acknowledging their participation, highlighting their achievements and skills gained.
9. *Performance Evaluation:* Assessments will be conducted to evaluate interns' progress and provide constructive feedback, helping them identify areas for improvement and personal growth.

III. Program Benefits

- Practical experience and exposure to real-world challenges in municipal governance.
- Fair compensation for interns' time and efforts.
- Networking opportunities with City professionals and industry experts.
- Professional mentorship for personal and career development.
- Enhanced understanding of local government operations.
- Development of essential skills required for future employment.
- Strengthened ties between the City and CSUDH, fostering collaboration and knowledge exchange.

IV. City Responsibilities

1. Conduct a selection process, including application review, interviews, and reference checks. All selections of interns, if any, will be made at City's sole discretion, and City will be responsible for selecting interns and may reject any and all applicants it deems are not qualified.
2. Identify potential City Departments and project assignments for interns.
3. Recruit mentors from within the City's workforce and provide interns with mentorship training.
4. Monitor interns' progress, provide ongoing support and feedback, and conduct performance evaluations throughout the academic year.

V. CSUDH Responsibilities

1. University Career Services office and academic departments to promote the Program among students.
2. Advertise the program through various channels, including University websites, social media, and informational sessions.
3. Provide qualified candidates based on selection criteria.

VI. Mutual Responsibilities

1. Develop an agreement that includes program guidelines, processes, and criteria through collaboration between the City and University.
2. Organize workshops, seminars, and guest speaker sessions in coordination with City departments and University faculty.
3. Recognize and celebrate interns' accomplishments through a closing ceremony or event at the end of the academic year.
4. Continuously assess and improve the Program based on interns, mentors, and City staff feedback.
5. The below persons are the central points of contact of the Parties with respect to this MOU. Unless otherwise agreed to, all information sharing between the Parties described in this MOU will flow between these points of contact. The Parties agree to notify the Parties of any changes to their points of contact as soon as practicable.

California State University,
Dominguez Hills
Director, Career Center
310-243-3625
careercenter@csudh.edu

City of Carson
Human Resources
310-830-7600 ext. 1110
tcury@carson.ca.gov

ISPM Office
310-830-7600 ext. 1312
rkulcsar@carsonca.gov

VII. General Provisions

a. Term and Termination

1. This MOU shall be effective for three (3) years upon execution of MOU. This MOU may be renewed in yearly intervals upon mutual agreement of both Parties.
2. This MOU may be terminated by either Party at any time by giving at least thirty (30) days written notice.
3. This MOU constitutes the entire MOU between the Parties. There is no express or implied MOU except as stated in this MOU.
4. This MOU is a non-binding agreement that both Parties have entered into in good faith. Either Party may disassociate from the effort without penalty or liability by notifying the other in writing.

b. Independent Contractor

The City is, for all purposes, an independent contractor and shall not be deemed an employee of the CSUDH. The City and its employees, in the performance of this MOU, shall act in an independent capacity and not as officers, employees or agents of CSUDH or the State of California. While City may be required by this MOU to carry Worker's Compensation Insurance, in no event shall City and its employees be entitled to unemployment or workers' compensation benefits from CSUDH.

c. Nondiscrimination

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, CSUDH and City will not discriminate on the basis of race, color, sex, religion, national origin, age, disability, veteran status, sexual orientation or gender identity in their administration of policies, the Program, or activities; admission policies; other programs or employment.

d. Use of Name

The Parties agree not to use each other's names in any advertising or other form of publicity without the prior written consent of that Party, except to the extent that either Party may use the name of the other Party in announcing this MOU through a press release and during the recruitment process.

e. Amendments

This MOU may be amended at any time by mutual agreement of the Parties without additional consideration, provided that before any amendment shall take effect, it shall be reduced to writing and signed by the Parties.

f. Entire MOU

This MOU is the entire MOU between the Parties. No other MOUs, oral or written, have been entered into with respect to the subject matter of this MOU.

g. Governing Law

The validity, interpretation, and performance of this MOU shall be governed by and construed in accordance with the laws of the State of California.

h. Dispute

Any dispute arising under the terms of this MOU which is not resolved within a reasonable period of time by authorized representatives of City and CSUDH shall be brought to the attention of the City Manager (or designated representative) of the City and the Chief

Business Officer (or designee) of CSUDH for joint resolution. At the request of either Party, CSUDH shall provide a forum for discussion of the disputed incidents, at which time the Vice Chancellor, Business and Finance (or designated representative) of CSUDH shall be available to assist in the resolution by providing advice to both Parties regarding CSUDH contracting policies and procedures. If resolution of the dispute through these means is pursued without success, either Party may seek resolution employing whatever remedies exist in law or equity beyond this MOU.

i. Notices

All notices or other communication provided for in this MOU shall be given to the Parties addressed as follows:

TO CSUDH:

California State University,
Dominguez Hills
1000 E. Victoria Street
Carson, CA 90747
Attn: Procurement and Contracts

TO CITY:

City of Carson
701 E. Carson Street
Carson, CA 90745
Attn: City Manager Office

a. Authority

Each Party represents and warrants that the person(s) signing below on its behalf has the authority to enter into this MOU and that this MOU does not violate any of its existing MOU or obligations.

IN WITNESS WHEREOF, the Parties have caused this MOU to be executed by their duly authorized officers, effective as of the Effective Date.

**CALIFORNIA STATE UNIVERSITY,
DOMINGUEZ HILLS**

BY _____

Name: _____

Title: _____

Dated: _____

CITY OF CARSON

BY _____

Name: _____

Title: _____

Dated: _____

ATTEST:

Dr. Khaleah K. Bradshaw, City Clerk

APPROVED AS TO FORM:

Sunny K. Soltani, City Attorney
[rjl]