**Georgia Municipal Association Local Government Practicum**

Memorandum of Understanding between University, Local Government Client, and GMA Staff

**Purpose:**

The purpose of this agreement is to facilitate a formal relationship between (City/Entity**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (hereinafter “Client”), the Faculty Advisor at (University/College)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the Practicum (hereinafter, “University”) and Georgia Municipal Association, Inc. staff (hereinafter “GMA”) that will allow the Client to receive the best possible research product from the Student or Students (“collectively, “Student”) working under the Faculty Advisor. Collectively, the Client, the University, and GMA shall be hereafter referred to as the “Parties”.

**Agreement:**

1. The Client agrees to:
2. Identify the appropriate staff person or persons to work with the University and Student throughout the semester to facilitate completion of the project;
3. **No later than two weeks** after the project starts, have met with the University and Student to outline the scope of the project and provide a written, mutual agreement on the project deliverable(s) and each of their deadlines throughout the semester.
4. Meet with the Student a **minimum of five times** during the semester to discuss the project, in whichever mode of communication (face-to-face, virtual, hybrid, etc.) is agreed upon by the University, Client, and GMA; and
5. Attend (or send a representative to attend) the final project presentation.
6. The University agrees to:
7. Regularly contact pursuant to an agreed upon schedule via phone and email or other communication method the Client and GMA regarding the status of the project, providing progress updates as necessary to facilitate completion of the project and ensuring the Student is involved in those communications;
8. **No later than two weeks** after the project starts, have met with the Client to outline the scope of the project and provide a written, mutual agreement on the project deliverable(s) and each of their deadlines throughout the semester and ensuring the Student is involved in those communications;
9. Meet with the Client a **minimum of five times** during the semester to discuss the project, in whichever mode of communication (face-to-face, virtual, hybrid, etc.) is agreed upon by the University, Client, and GMA and ensuring the Student is included in those meetings; and
10. Working with the Student, prepare and submit each agreed-upon deliverable(s) by the stated deadline, which may include a final, in-person or virtual presentation of research findings before the Client;

5. Provide timely feedback and guidance to the Student(s) on the project as needed throughout the semester;

6. Meet with the Student(s) at least bi-weekly during the semester to discuss the project, in whichever mode of communication (face-to-face, virtual, hybrid, etc.) is agreed upon by the Student(s) and the Advisor;

7. Receive and provide feedback as necessary and apply such feedback as necessary to further progress on the project.

1. GMA agrees to:
2. Facilitate communication between the University and Client;
3. Provide timely feedback and guidance to the University and the Student on the project as needed throughout the semester;
4. Set up a **minimum of two check-ins** with the University, Student, and Client in whichever mode of communication (face-to-face, virtual, hybrid, etc.) is agreed upon by the University, Client, and GMA during the semester to discuss progress on the project; and
5. Make arrangements for the final project presentation and invite GMA staff and other stakeholders, including municipal officials, to attend this meeting.
6. The Parties agree that:
7. The mutual agreement on the project deliverables shall be attached to this agreement as an **Exhibit A**.
8. Any deliverables produced by the stated deadline shall be attached to this agreement as an **Exhibit B**.

F. Ownership of Project Product:

When University, including the Student, creates content that is specific to Client as a result of this Agreement (“Work Product”), the Work Product belongs solely to Client. Work Product includes, but is not limited to, all unique correspondence with Client about the Project described in Exhibit A and produced in Exhibit B. Work Product shall be the exclusive property of Client, for whatever use Client deems appropriate. University hereby transfers and assigns all rights in the Work Product to Client. University also agrees to waive and not assert any moral rights he or she may have in such works. University shall provide all assistance reasonably requested by Client in the establishment, preservation, and enforcement of its rights in such Work Products, without any additional compensation to University. University agrees to and hereby, to the extent permissible, waives all legal and equitable rights relating to the Work Products, including without limitation all rights of approval, restriction or limitation on use or subsequent modifications. University is hereby granted a limited license to use the Work Product for his or her records, to utilize as a reference, and as may otherwise be agreed upon by the University and the Client. University retains all rights to intellectual property it owned before the Effective Date and all intellectual property it creates other than “Work Product.”

1. Contact Information:
2. Client: (Name and Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(City/Entity) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Phone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Faculty Advisor: (Name and Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(University/College) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Address) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Phone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. GMA: Callie Hood, Research Associate

Georgia Municipal Association, Inc.

201 Pryor Street, SW

Atlanta, Georgia 30303

[chood@gacities.com](mailto:chood@gacities.com)

(678) 539-6757

1. Termination:

This agreement shall remain in effect until the end of the university semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Authorization:**

Faculty Advisor:

(Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)

Client:

(Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)

GMA:

(Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name)

**Georgia Municipal Association Local Government Practicum**

Exhibit A

**Project Description**

**Expected Deliverables**