**FLOURISH PREP INTERNSHIP PROGRAM WORKSITE COOPERATIVE AGREEMENT**

**Between**  
**Flourish**  
**And**  
**The Curators of the University of Missouri on behalf of University of Missouri Health Care (hereinafter referred to as “Worksite Partner”)**

**1. Purpose**

This agreement sets up a cooperative arrangement between Flourish and its Internship Program Worksite Partners. The goal of formalizing this arrangement in writing is to ensure a positive experience and impact for the interns and Worksite Partners. Each Worksite Partner may individually create an addendum to be attached to this agreement if modifications to these general terms or additional terms are deemed to be necessary.

**2. What Flourish Will Do:**

1. Recruit, screen, and interview qualifying internship candidates.
2. Help Worksite Partners host a high-quality internship program, offering resources and support that benefit Worksite Partners, including but not limited to the following examples:
   * Flourish’s internship guidebook and strategic planning assistance helps Worksite Partners offer internship opportunities to high school youth who are experiencing socioeconomic barriers, using trauma-informed best practices that develop and diversify Worksite Partners’ local talent pipeline and enhance Worksite Partners’ employee engagement and corporate social responsibility efforts.
   * Flourish’s orientation and ongoing support for intern managers and mentors creates wrap-around support to increase the likelihood of interns’ success during and beyond the program.
   * Worksite Partner access to emergency and basic needs assistance referral form to prevent interns’ barriers to participation and performance.
   * Collaboration on identifying and communicating critical site-specific professional practices and cultural workplace norms to interns, including:
     + Internal communication and work processes
     + Hard stops for employment
     + Navigating resources and clarifying support roles
3. Assist interns with completing pre-internship requirements, in collaboration with each Worksite Partner’s staff responsible for providing new hires with onboarding assistance.
4. Flourish will assist Worksite Partners in revising or adding verbiage in the standard program materials provided to all interns, based on each Worksite Partners’ unique considerations, including but not limited to the Intern Handbook, Agreement, Media release form, FAQs, and other site-specific information that needs to be communicated to interns during their orientation to the program.
5. Coordinate weekly professional and personal development programming for interns.
6. Provide case management services including individual check-ins, transportation and other basic needs assistance, and crisis support as needed.
7. Staff a Program Coordinator to act as the main contact and program liaison.
8. Coordinate an end-of-program culminating event to celebrate intern achievements.
9. Share intern portfolios and program results with Worksite Partners.
10. Cover all costs of programming outside of any resources each Worksite Partner may agree to contribute (See 3.i.).

**3. What Internship Worksite Partners Will Do:**

1. Collaborate with Flourish to help draft and approve any adaptations made to the standard program materials on behalf of our unique considerations, before our interns receive Flourish’s orientation to the program.
2. Provide an Intern Position Description and offer position (4 days / 28-32 hours per week) for the role specified in that Intern Position Description.
3. Assist interns with completing pre-internship requirements, in collaboration with Flourish staff.
4. Provide our intern(s) with an effective onboarding during their first week of internship and coordinate at least one additional professional development opportunity for our intern(s) on-site.
5. Recruit employees to serve as volunteer mentors for our interns and ensure they complete program training and reporting requirements. Worksite Partner is encouraged to provide supplementary training for mentors in addition to the training they will receive from Flourish.
6. Ensure staff who are managing and mentoring intern(s) will complete Flourish’s training requirements and attend the internship kick-off meeting before interns begin their internship.
7. Ensure Intern Managers provide interns with 1:1 and/or group supervision at regular intervals for check-ins and feedback, and that they complete evaluation and feedback surveys initiated by Flourish.
8. Provide release time for interns to attend program activities and meetings.\*\*
9. Work with Flourish to determine the level of support Workplace Partner will contribute to enhance programming and/or the future trajectory of the intern(s). Potential forms of support may include but are not limited to the following examples. Check which optional forms of support you intend to provide:

[ X ] Providing programming space for one programming day (room must hold approx. 25 people).

[ ] Contributing to costs of lunch meals for interns on one or more programming days.

[ ] Providing reimbursements for mentors to take their intern to lunch or other meeting locations.

[ X ] Identifying staff to present at the programming days’ personal/professional development workshops.

[ ] Contributing to the scholarship fund of interns, which helps address financial barriers to higher education. Each intern receives a $2,500 scholarship upon successful completion of the program.

[ ] Covering the costs of intern(s)’ professional interview attire ($150/intern) that will be worn at job interviews, job fairs, culminating event, and other professional environments.

[ X ] Considering offering employment to interns who show growth, potential, or who consistently met performance expectations throughout the program.

[ ] Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Communicate any concerns about intern performance to Flourish before taking appropriate action.
2. Engage in transparent and proactive communication with Flourish about all aspects of the internship experience.

*\*\*The total average release time per intern is 85 hours and includes once-a-week program days, case management meetings, mentor meetings, and the culminating event and celebration.*

**4. Term**

This agreement covers one summer internship season from applications through program culmination: April 1, 2025, to September 1, 2025.

**5. Changes or Termination**

1. Changes to this agreement can be made if both parties agree in writing.
2. The agreement may end early if laws or funding changes make it impossible to continue.
3. Either party may terminate this Agreement, without cause, by providing no less than 30 days prior written notice, via certified mail, to the other party.

**6. Liability**

Each party agrees to waive claims against the other party for any liabilities that arise from this program. However, Flourish or each Intern shall carry professional liability insurance for any acts or omissions of the interns during their participation in this program.

7. No Boycott

If this Agreement involves the acquisition or disposal of services, supplies, information technology, or construction and has a total potential value of $100,000 or more, and if Flourish is a company with ten (10) or more employees, then Flourish certifies that it, and any company affiliated with it, does not boycott Israel and will not boycott Israel during the term of this Agreement. In this paragraph, the terms “company” and “boycott Israel” shall have the meanings described in Section 34.600 of the Missouri Revised Statutes.

**78. Contact Information**

For any communications related to this agreement, partners will use the following contact details:

**FLOURISH**  
1400 Forum Blvd. Suite 7A #131 Columbia MO 65203  
Executive Director: Beatrice Stewart  
bstewart@allyouthflourish.org

**The Curators of the University of Missouri on behalf of University of Missouri Health Care**  
One Hospital Dr, DC406.00, Columbia, MO 65212  
Workplace Representative: **Nikki Carter**

[ncarter@health.missouri.edu](mailto:ncarter@health.missouri.edu)

**Contracting Representative: Amanda Hatfield**  
hatfieldaj@health.missouri.edu

**8. Signatures**

By signing below, all parties agree to the terms of this agreement:

**FLOURISH**  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Curators of the University of Missouri**  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print: T. Vince Cooper

Title: Executive Director, Payer Strategy & Health System Contracting