



Los Fresnos CISD
Career & Technical Education
Practicum in Business Management
School Year Contract 2026-2027
Cameron County, Texas

MEMORANDUM OF UNDERSTANDING (MOU)

Los Fresnos High School Work-Based Learning Internship Program

This Memorandum of Understanding (MOU) establishes an educational partnership between Los Fresnos High School and City of Los Fresnos to facilitate a work-based learning internship for students enrolled in the **Practicum in Business Management** course.

1. Purpose & Scope

The purpose of this agreement is to provide high school students with real-world experience in business administration, operations, marketing, and management. This partnership bridges classroom instruction with practical workplace applications without replacing regular employees.

2. Program Details & Schedule

- **Term:** Fall Semester 2026 to Spring Semester 2027 if applicable
- **Schedule:** Weekly, Tuesday through Friday
- **Time Frame:** Approximately 1.5 - 2 hours per day,
 - 9:00 AM to 10:30 AM and/or
 - 12:00 PM to 2:00 PM
- **Compensation Status:** *Non-paid* educational work-based learning placement designed for academic credit.

3. Host Business Responsibilities

The Host Business agrees to:

- Provide a safe, positive, and drug/harassment-free work environment complying with all federal and state labor laws.
- Assign a designated supervisor to mentor the student, direct daily tasks, and monitor safety.
- Provide meaningful tasks aligned with business management learning (e.g., customer service, inventory, administrative support, marketing).
- Verify student attendance hours on a weekly basis.
- Complete brief mid-term and final performance evaluations provided by the instructor.
- Contact the Program Coordinator promptly if concerns arise regarding student attendance, conduct, or performance.



4. School & Coordinator Responsibilities

The School/Program Coordinator agrees to:

- Prepare students with foundational business knowledge, workplace ethics, and professional expectations prior to placement.
- Serve as the primary liaison between the host business and the school.
- Conduct periodic check-ins (via site visits, email, or phone) to monitor student progress.
- Provide and process all evaluation rubrics, attendance logs, and emergency contact documentation.
- Address any behavioral or performance issues reported by the host supervisor immediately.

5. Student Guidelines (Maintained by School)

Students are required to follow all host business policies, adhere to the professional dress code, maintain strict confidentiality regarding company information, and notify both their supervisor and instructor in advance of any absence.

6. Term & Termination

This agreement remains in effect for the duration of the designated term. Either party may terminate a student placement at any time by providing written notice to the other party if issues cannot be resolved.

This agreement is effective September 2026 through May 2027.

Signatures



Superintendent of Schools
Consolidated Independent School District

Date: 9/14/2026

City of Los Fresnos

Date: _____