

**Memorandum of Understanding  
Between the Ojo Spa Resorts and  
Northern New Mexico College**

This memorandum of understanding (MOU) is written in the spirit of cooperation between the Ojo Spa Resorts (OSR), also referred to as Ojo Caliente Holdings, Inc. (OCHI) and Northern New Mexico College (the "Institution") for the purpose of providing the Institution's students with real-world job experience in municipal affairs. Students of the Institution that are placed into positions within the Ojo Spa Resort's Departments are referred to herein as "interns," which placement shall be without pay.

Ojo Spa Resorts is comprised of two full-service resorts located in New Mexico:

- Ojo Caliente Mineral Springs Resort & Spa (OCMS)
- Ojo Santa Fe Spa Resort (OSF)

**The Ojo Spa Resorts agrees to:**

1. Provide the Institution's students with an appropriate placement for an internship within one of the Ojo Caliente Mineral Springs Resort & Spa (OCMS) departments.
2. Provide a highly qualified cooperating mentor to serve as a professional role model to an intern.
3. Provide the Institution with the regulations and processes relevant to placement.
4. Provide opportunities for interns to attend OCMS meetings and orientations that pertain to the intern's area of study.
5. Provide access to appropriate OCMS resources including but not limited to online resources, forms, and other facilities to aid in the intern's education and development.
6. Provide opportunities for interns to take advantage of OCMS discounts and perks (please see attached).

**The Institution agrees to:**

1. Recommend for placement in the OCMS departments only those students that are interested in municipal affairs and have a satisfactory record and have met the requirements established by the Institution.
2. Inform all interns that they must complete an intern application and all appropriate paperwork, which may include a background clearance, for placement within one of the OCMS departments. All deadlines must also be met.
3. Provide the OCMS the right to refuse placement to any intern based on information obtained during the application process that does not meet the OCMS's standards.
4. Provide the OCMS, intern, cooperating mentor and the department director access to the Institution's curriculum requirements, evaluation forms, project descriptions, handbooks, calendars, schedules or any other documents or materials which are necessary to effectively facilitate and support the intern during this experience.
5. Assign a single point of contact to work with the OCMS regarding any and all intern placements.

**The Institution and the Ojo Spa Resorts jointly agree to:**

1. Determine the number of interns assigned to the OCMS based on the availability of cooperating mentors, the OCMS's needs for service within its departments, and the availability of projects that meets the intern's area of study.
2. Establish ongoing, open communication between the Institution and OCM's staff.
3. Comply with all state/federal laws and regulations and OCMS policies, procedural directives, and regulations.
4. Determine where and which students will be placed.
5. Provide interns, with assistance of the OCMS, professional development opportunities, training on their responsibilities regarding participation in the internship experience, including professional conduct, OCMS policies, rules set by the Institution, rules and procedures set by the OCMS as set out in the OSR Employee Handbook, and state and federal laws related to the particular OCMS's department an intern is placed into.
6. Communicate and conduct needs assessments to develop programs that prepare adequate numbers of interns to match the OCMS's internship opportunities.

**Term of agreement, modification, termination:**

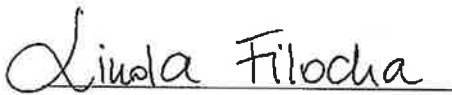
This agreement shall be effective when executed by both parties and shall remain in full force and effect for period of three (3) years from the date of inception. This agreement may be terminated without cause upon written notice by either party.

This agreement may be modified in writing upon approval of both parties.

Agreed:

\_\_\_\_\_  
NAME  
DEPARTMENT,  
Northern New Mexico College

\_\_\_\_\_  
Date

  
Linda Filocha,  
Human Resources Director  
Ojo Spa Resorts

10/31/2023  
Date