



STUDENT INTERNSHIP LETTER OF AGREEMENT

DATE

SITE NAME

ADDRESS

Dear _____,

Thank you for your interest in participating in the University of Florida's student internship program ("Internship"). The University has a responsibility to train students who require practical experience to complete their professional preparation and development. The University strives to enhance its education programs through this cooperative relationship with local entities and entities throughout Florida, including _____ ("Site"). The primary benefit of the Internship will be to the student intern. In addition, the Site will benefit through the skills and efforts of a University of Florida student intern during the Internship period.

By accepting a University of Florida student intern, you acknowledge and agree to the University's standard requirements attached to this letter titled *University of Florida Student Internship Program Requirements* ("Requirements"). Please read these Requirements thoroughly to ensure compliance. In order to achieve a successful Internship program, take special note of the following Requirements, which are described in greater detail in the attachment:

- Internship periods are usually the duration of one semester with dates corresponding with the University's official calendar; however, Internship periods can vary depending on the student and Site needs.
- University student interns are not employees or agents of the University; accordingly, the University is not responsible for their conduct during the Internship. However, the University requires its students to follow the University's Code of Conduct during the Internship.
- All Sites must obtain and/or maintain commercial general liability insurance for the duration of the Internship at the Site's expense. Students are not covered under the University's insurance.
- The University does not perform background checks on student interns. If a background check is required by the Site, the Site must communicate this prerequisite directly to the student intern.



At the end of the Internship period, the Site may be asked to complete a student internship evaluation using a form supplied by the University. Thank you in advance for your participation. The University of Florida student intern liaison is _____ and can be contacted via email at _____. Please reach out with any questions or concerns.

Once again, the University of Florida appreciates your participation in the Internship.

Kind regards,