

THE UNIVERSITY OF FLORIDA

STUDENT INTERNSHIP PROGRAM REQUIREMENTS

PURPOSE

- A. The University has a responsibility to train students who require practical experience in various disciplines to complete their professional preparation and development.
- B. The Site, in support and enhancement of the educational programs of the University, is willing and qualified to provide a practical setting at its facilities for University students to participate in activities designed to enhance their educational experience, commonly referenced as a clinical field placement (“Internship”).
- C. The primary benefit of the Internship will be to the student intern.
- D. The educational programs of the University will be enhanced through its relationship with the Site and its cooperative efforts.
- E. The Site will benefit through the skills and efforts of University student interns during the internship period.

REQUIREMENTS

1. Internship Period. Internship periods are usually the duration of one semester with dates corresponding with the University’s official calendar. The Site shall, in consultation with the student intern, agree in writing regarding the number of hours per week of internship participation and the start date and end date of the Internship period.
2. Student Participation and Assignment. The University shall determine, in its sole discretion, which of its enrolled students are eligible to participate in the Internship. The University shall assign eligible students for internship at the Site. The student is required to provide forty (40) hours of Internship participation at the Site each week during the Internship period. (This requirement may vary from program to program) The student assignment schedule shall be set by the Site, in consultation with the student and may be modified by mutual agreement of the Site, the student, and the University.
3. Right to Refuse. The Site shall have the right to refuse to accept any student(s) assigned to the Site by notifying the University, in writing, within thirty (30) days of said assignment.
4. Educational Plan. The Site shall allow the student to participate in various activities during the Internship, including but not limited to those activities that will further the educational goals of the student. The objective of the Internship is for the student to have practical exposure to the coursework completed at the University.

5. Educational Program. The University shall plan and administer the educational program for its students and be responsible for the enrollment of its students in University courses, including the Internship.
6. Student Records. The University shall maintain all student educational records and reports relating to the University's educational programs completed by students during the Internship.
7. Student Supervision and Evaluation. The Site shall ensure that its qualified employees supervise the students in the performance of their duties during the Internship and shall evaluate the student(s) performance monthly, using a standard evaluation form provided by the University. The University shall provide a person to serve as its Internship Coordinator to oversee its education program and coordinate program activities with the Site.
8. Student Use of Site Facility. The Site shall permit the students to use its facilities and amenities, including but not limited to office/workspace, cafeteria, restrooms, and parking on the same basis utilized by its employees.
9. Site Background Checks. The University does not perform background checks on students. If required by the Site, the Site shall provide the University with a security background information form to be completed by the student(s) and provide a process for fingerprinting and criminal records background check to be performed by the Site or another entity at the Site's discretion and expense. The Site, in its sole discretion, may require the student(s) to pay for such security screening. The Site, in its sole discretion, shall determine whether a University student has satisfactorily cleared the security screening.
10. Notification of Site Requirements. The Site shall notify the University, in writing, of any Site-specific Internship requirements and/or rules prior to student placement. Upon notification by the Site, the University shall notify the student(s) of any Site-specific Internship requirement(s) as a condition of their participation, including but not limited to background checks, student participation agreements, professional liability insurance, and/or vaccinations. The University shall notify the student(s) of any Site-specific rules and/or policies provided by the Site to the University, and the student's obligation to follow said rules and/or policies in order to successfully complete the Internship.
11. Student Conduct. University students are not employees or agents of the University. Accordingly, the University is not responsible for the conduct of its students during the Internship.
 - a. Code of Conduct. During the Internship, students are required to follow the University's Student Conduct Code, a University regulation relating to student conduct and academic honesty (<https://policy.ufl.edu/regulation/4-040/>). If a student's conduct rises to the level of violation of the University's Student Conduct Code, the Site agrees to promptly notify the University in writing.
 - b. Removal. The University shall honor any request by the Site to remove a student from the Internship whose conduct or performance is not, in the Site's opinion, professionally acceptable.

12. Safety and Security Information. The Site will provide the student with information regarding any known risk or safety issues surrounding the student's Internship environment, including the parking area and path of travel from the parking area to the Site facility. In addition, the Site will provide the student with applicable safety protocols and training necessary for their safe and successful participation in the Internship.

13. Termination of Internship. This Internship may be terminated at any time by either Party for any lawful reason upon written notice to the other party of its desire to terminate.

14. Liability. Each Party assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of their respective officers, employees, servants, and agents thereof while acting within the scope of their employment. The University and the Site further agree that nothing contained herein shall be construed or interpreted as (1) denying to either Party any remedy or defense available to such Party under the laws of the State of Florida; (2) the consent of the University or its officers, employees, servants, agents, and agencies to be sued; and (3) a waiver of sovereign immunity of the University beyond the limited waiver provided in section 768.28, Florida Statutes.

15. Insurance.

a. University. The University, as a public body corporate, participates in the State of Florida's Risk Management Trust Fund for purposes of general liability, workers' compensation, and employer's liability insurance coverage, with said coverage being applicable to University's officers, employees, servants, and agents while acting within the scope of their employment or agency. **Students are not officers, employees, servants, or agents of the University and are not covered under the University's insurance.**

b. Site. The Site represents it has obtained and shall keep in force during the Term of this Agreement, at the Site's expense, commercial general liability insurance insuring against bodily injury and property damage liability, with a combined single limit of not less than \$1,000,000.00 per injury or occurrence with respect to any insured liability.

16. Professional Liability Insurance. The University does not provide professional liability insurance for students. If required by the Site, the University will notify the student that the Site requires the student to purchase professional liability insurance.

17. Non-Discrimination Policy. The Parties agree that in fulfilling their obligations under this Internship, no person shall be subjected to discrimination based on age, race, color, disability, gender identity, gender expression, marital status, national origin, creed, religion, sex, sexual orientation, political opinions or affiliations, genetic information or veteran status.

18. Compliance with Law. The Parties agree to comply with all applicable federal and state laws and regulations in exercising their duties and obligations under this Agreement. This includes, but is not limited to, laws and regulations related to labor, employment, anti-discrimination, health and safety, data privacy, and intellectual property. The Site further agrees that it shall be solely

responsible for ensuring the Internship, its program, facilities and equipment are accessible to students with disabilities.

19. Public Records. The Letter of Agreement, Requirements and any other documents made or received by the University in connection with this Internship are public records, which must be made available to the public upon request in accordance with Chapter 119, Florida Statutes, unless otherwise deemed confidential and/or exempt from disclosure.

20. Independent Contractor. Nothing contained in the Letter of Agreement or these Requirements shall be construed as creating a joint venture, partnership, or agency relationship between the Parties. Neither Party shall be bound by the acts or conduct of the other.