

**THE UNIVERSITY OF FLORIDA
AGREEMENT
FOR
STUDENT INTERNSHIP**
**Contact: Dr. Shani Kerr: s.kerr@ufl.edu or
Psychology Advising Office: Psych-advising@ufl.edu**

THIS AGREEMENT FOR STUDENT INTERNSHIP (“Agreement”), dated as of _____ (“Effective Date”), is entered into by and between the internship site, _____ (the “Site”), and the University of Florida Board of Trustees, a public body corporate of the State of Florida, on behalf and for the benefit of the University of Florida and its Department of Psychology (the “University”), also referenced individually as the “Party” or collectively as the “Parties.”

PURPOSE

- A. The University has a responsibility to train students in Psychology and requires its students gain 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 (the “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(s) during the internship period.

THEREFORE, in consideration of the foregoing, the Parties agree as follows:

1. Term of Agreement. The term of this Agreement shall commence upon the Effective Date and continue until terminated by either Party pursuant to provision 13. of this Agreement (“Term”).
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 an eligible student(s) for an Internship at the Site. The student is required to provide hours total of Internship participation at the Site during the Internship period. 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 without formal amendment to this Agreement.

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 course work 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 its discretion and expense. 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 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. During the Internship, students are required to follow the University's Student Conduct Code, a University regulation relating to student conduct and academic honesty. 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. 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. This Agreement may be terminated by either Party with or without cause upon thirty (30) calendar day's written notice to the other party of its desire to terminate this Agreement.

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 the State of Florida or its officers, employees, servants, agents and agencies to be sued; and (3) a waiver of sovereign immunity of the University or the State of Florida 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 such insurance is 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 Agreement, 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 state and federal laws and regulations, including but not limited to antidiscrimination laws such as the Americans with Disabilities Act and its amendments. The Site further agrees that it shall be solely responsible for ensuring the Internship, its facilities and equipment are accessible to students with disabilities.

19. Public Records. This Agreement is and any other documents made or received by the University in connection with this Agreement 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. Representatives. The following Party representatives are the primary point of contact for the Internship and are designated as follows:

a. University: University of Florida, Department of Psychology

Name: Dr. Shani Kerr

Email: s.kerr@ufl.edu

Address: 945 Center Drive Gainesville, Florida 32603

b. Site:

Supervisor: _____ **Email:** _____ **Phone:** _____

Address: _____

In the event that different representatives are designated by either Party after execution of this Agreement, the name and contact information of the new representatives shall be furnished in writing to the other Party.

21. Notices. All notices required or permitted pursuant to this Agreement shall be in writing and sent via email to the Party Representatives listed in provision 20.

22. Governing Law and Venue. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any litigation between Parties shall be commenced and maintained exclusively in the United States District Court for the Northern District of Florida or the state courts in and for Alachua

County, Florida.

23. Entire Agreement. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

24. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.

25. Amendments. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each Party hereto.

26. Severability. This Agreement is severable such that should any provision of this Agreement be or become invalid or unenforceable, the remaining provisions shall continue in full effect.

27. Waiver. The Parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any Party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

28. Assignment. This Agreement shall inure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, successors, and assigns; however, no party may assign any of its rights or responsibilities under this Agreement without the prior written consent of the other party.

29. Independent Contractor. Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or agency relationship between the parties. Neither shall be bound by the acts or conduct of the other.

30. Counterparts. This Agreement may be executed in counterparts. The signature fields of this Agreement may be delivered by facsimile or other electronic transmission and the signatures thereon shall be deemed effective upon receipt by the intended receiving party. Go now to Internship in Psychology PSY4949 Enrollment Request (beginning page 6).

INTERNSHIP IN PSYCHOLOGY

PSY 4949 ENROLLMENT APPLICATION

The Psychology Department Advising Office manages enrollment request forms for PSY 4949. Completed forms must be submitted before the Drop/Add period ends for the requested semester. Credit is earned by completing an unpaid internship with a community agency approved by the department. For additional information about this course, go to our website at [Psychology Internship Experience](#).

COURSE DETAILS:

- **Grading:** S/U (Satisfactory/Unsatisfactory) only.
- **Credit Hours:** You may register for 0 to 3 credit hours in a single semester.
 - A maximum of 4 credit hours can be earned over multiple semesters.
 - Credit hours should be determined in consultation with your work site supervisor.
 - A minimum of 50 work hours is required for students enrolling for zero credits.
- **Work Requirements:** 50 work hours per credit hour are required during the semester.
 - You must also earn enough points in the Canvas course to receive a satisfactory grade.
- **Degree Requirements:** A maximum of 4 credits of PSY 4949 can count toward Additional Psychology Electives, not 4000-level Electives
- **Important Notes:** Students will not be registered for this course if they have:
 - Active enrollment holds.
 - Incomplete or illegible forms
 - Have not completed the [FERPA & Preventing Harassment Online Training](#) and provided transcripts when submitting this form.

BEFORE MOVING FORWARD, INITIAL FOR THE FOLLOWING:

- I have cleared any registration holds that would prevent registration. →Initials _____
- I have completed the online FERPA & Preventing Harassment training. →Initials _____
- I have not completed more than 4 credits for the PSY4949 Internship Experience. →Initials _____
- **STATEMENT FOR STUDENTS REGISTERING FOR ZERO (0) CREDIT:** I understand that by registering for this course at zero credit, I may be assessed a tuition fee for 1 credit if I am not registered for any additional coursework during the requested term. →Initials _____

INTERNSHIP ENROLLMENT PROCESS

This form represents one step in a two-step application process. All steps must be completed by the posted application deadline for the semester. The full Internship course application process includes the following:

STEP 1: COMPLETE AND SUBMIT THE APPLICATION FORM

- You and your supervisor must complete this form.
- Once completed, email a digital copy to the Experiential Learning Coordinator, Dr. Shani Kerr (s.kerr@ufl.edu).
- Include a copy of your online training transcript. If you have previously completed this training for another course, you may submit that transcript—there is no need to repeat the training.

STEP 2: APPROVAL AND ENROLLMENT

- The Experiential Learning Coordinator will review your application and notify the Psychology Advising Office of your eligibility.
- You will receive an email from Psychology Advising at your GatorLink email address confirming whether your enrollment has been approved. If approved, PSY 4949 will be added to your schedule.

STUDENT INFORMATION. TO BE COMPLETED BY THE STUDENT

Name:	UFID#:	UF Email:
Phone:	Company Name & Position Title:	
Start Date:	End Date:	

INDICATE BELOW THE TERM AND NUMBER OF CREDITS YOU WISH TO ENROLL IN.

Semester: Fall: _____ Spring: _____ Summer A: _____ Summer B: _____ Summer C: _____ Year: _____ Credits: _____

STUDENT'S GOALS/LEARNING OBJECTIVES FOR THE INTERNSHIP:

What do you intend to learn through this experience?

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LEARNING ACTIVITIES:

Describe how your internship will enable you to meet your learning objectives. Include projects, research, report writing, meetings, etc., that will be a part of your internship, relating them to your learning objectives.

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II. INTERNSHIP LEARNING AGREEMENT - TO BE COMPLETED BY THE INTERNSHIP SUPERVISOR.

Supervisor's Name:		
Supervisor's Phone:	Supervisor's Email:	
Company/Organization:	Department:	
Address of Work Location:		
Internship Start Date:	End Date:	Hours Per Week:
The student will work alongside me, the supervisor, in a space designated for the student on my organization's premises, where I will provide direct and daily supervision. Please initial to confirm: _____		

STUDENT'S RESPONSIBILITIES AND DUTIES

SUPERVISION:

Describe the supervision to be provided by your organization. What kind of orientation, instruction, consultation, feedback, assistance, and/or mentorship will the student receive?

AGREEMENT & CONSENT - TO BE SIGNED BY THE INTERNSHIP SUPERVISOR AND STUDENT.

INTERNSHIP SUPERVISOR: IN SIGNING BELOW, I, THE SUPERVISOR, VERIFY THE FOLLOWING:

- My organization is an established for-profit, nonprofit, or governmental entity recognized as such within my professional community;
- my organization is bonded and/or holds sufficient business and liability insurance to cover students working with my organization and on my business premises;
- my organization has a professional, informative website at which students can research my organization;
- my organization complies with the Department of Labor's Fair Labor Standards Act, and this work experience pays a fair wage, a legal stipend or meets each of the six criteria outlined by the Department of Labor for an unpaid internship [explore the FLSA criteria at <http://1.usa.gov/9HJ8Eh>];
- I will communicate with my student workers using my organization's professional email address (no Gmail, Yahoo, etc.);
- I will provide my student workers with direct and daily supervision and guidance in person, and I will be accessible to my student workers on a regular basis.
- I will provide a workspace for my student worker with the necessary resources to complete the work experience duties and course requirements.
- I will assign meaningful learning tasks/projects that are consistent with the work experience description.
- I will complete student midterm and final evaluations as required by the work experience course and
- my student workers will be working in a professional, established working environment (home-office sites and virtual/work-from-home or “in the field” experiences are not eligible for this course).

Supervisor's Signature: _____ Date: _____

STUDENT: IN SIGNING BELOW, I, THE STUDENT WORKER, ACKNOWLEDGE AND ACCEPT THE FOLLOWING:

- I understand that The University of Florida has no control over any hazards to which I may be exposed during the work experience, and I do not hold the University liable for any accidents that may occur.
- I will adhere to all personnel rules, regulations, and other standard requirements of the host organization;
- I have appropriate computer and internet access at the site to complete all assignments.
- I agree with all components of the Learning Agreement and agree to carry out the objectives, strategies, and methods of the agreement promptly and to the best of my ability.
- I authorize The University to confirm my course enrollment status with my work experience supervisor.
- I understand and agree to the grading policy for this course, and I understand that it is my responsibility to track the progress of my grades during the course.
- I have read the syllabus and understand that within the specified date range, I must complete the work experience; I must complete the agreed upon weekly hours; and I must properly complete the course assignments to pass this course; and
- I understand that if I fail to adhere to this agreement, I will not receive a passing grade or the corresponding academic credit for this course.

Student's Signature: _____ Date: _____

COURSE CONTACT INFORMATION

Dr. Shani Kerr, Experiential Learning Coordinator: s.kerr@ufl.edu

Psychology Advising Office: Psych-advising@ufl.edu

Important: Signature fields must be signed **AFTER** the Internship in Psychology PSY4949 Enrollment Request is complete.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute and deliver this Agreement as of the date first above written.

FOR [REDACTED]:

FOR THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES: Dean Richardson's signature designee

By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

By:	Recommended By: Experiential Learning Coordinator
Name:	Name:
Title:	Title:
Date:	Date: