



Liberal and Interdisciplinary Studies Internship Procedures and Application form

What is an Internship?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

To ensure that an experience is meaningful and educational, and thus eligible to be considered a legitimate internship, all the following criteria must be met:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

For more information, consult the [FIU Career Services Internship Page](#).

Internships can be paid or unpaid, but unpaid internships must be strictly educational in nature, and the experiences must be for the benefit of the intern, not the business. In most cases, unpaid internships will require you to register for an internship course. Internships have the added advantage that they can count towards an elective requirement, but the credits will not count towards your excess credits.

Internships in Liberal/Interdisciplinary Studies

Students in Liberal/Interdisciplinary Studies may get academic credit for an internship by registering for up to zero to six credits of IDS 4949. Zero credits enable you to have the internship experience on your transcript without the cost of tuition. The appropriate number *hours per week* for each credit is as follows:

1 credit	3 hours
2 credits	6 hours
3 credits	9 hours
4 credits	12 hour
5 credits	15 hours
6 credits	18 or more hours

For **Fall 2020**, internships via Liberal/Interdisciplinary Studies must be able to provide remote or socially-distanced options via a letter of confirmation from the sponsor. See the “Internship Modality Policy” for details.

Associate Director Dr. Heather Blatt (hblatt@fiu.edu) will be your instructor of record.

Procedures

1. Identify a sponsor who will agree to host the internship and provide supervision of the student.
2. Contact Dr. Blatt to discuss the internship and get approval to proceed
3. Completely fill out the application form and get the signature of the sponsor and internship coordinator (from table above) or research advisor (for on-campus internships).
4. Complete and sign the attached Release and Assumption of Risk form
5. The internship sponsor must complete (and you return to us) the Standard Affiliation Agreement.
6. Obtain a letter from the sponsor confirming that the internship modality is remote or that safe social-distancing practices will be observed (see the Modality Policy)
7. Return these documents to Dr. Blatt, who will approve your obtaining a permission number to register for the IDS 4949 internship course(s) from Ms. Tempestt Morgan at 305-348-2850.
8. At the end of the internship, you will need to complete a reflection on the internship via a Google docs form; when ready to complete this (no later than the last day of classes in the semester for which you’re seeking credit), contact Dr. Blatt to check in and get the link.

Liberal and Interdisciplinary Internship Application Form (next 3 pages)

Please type the information into the MS Word Document and email to the Internship Coordinator, Dr. Blatt (hblatt@fiu.edu). If signatures are not electronic, scan and email the document.

Student information needed:

Name: Panther ID:

Address: City, State, Zip:

Phone number: Email:

U.S. Citizen (Y/N): Perm. Res. (Y/N): Visa Type:

Indicate your Program of Study with an "X" Indicate all that apply

Program	Track/Major	
Liberal Studies	Health and Human Concerns	
	Law, Business and Society	
	Humanities and Cultural Traditions	
	Education, Policy and Community	
Interdisciplinary Studies:	Regular	
	Fully on-line	

Your year (e.g. Senior, Junior, etc.)

Total completed credits.

What is your GPA?

Anticipated Graduation Date

College of Arts, Sciences & Education
Liberal and Interdisciplinary Studies Programs
1010 SW 112th Ave (ZEB 210), Miami, FL 33199 Tel: (305) 348-2978; (305) 919-5859; Fax: (305) 348-3877 Web: <http://liberalstudies.fiu.edu/>

Information needed about your internship supervisor and organization:

Name of Organization:

Address of Organization:

Website:

Name of Supervisor:

Position in Organization:

Phone number:

Email:

Does the Organization already have a Memorandum of Understanding (MOU) with FIU?

Y N Unsure

How many hours per week will you be working?

(For a 3-credit internship it must average 8-9 hours per week for the 15 week semester)

This internship is

Paid:

Unpaid:

Learning Objectives (complete in consultation with your sponsor or faculty research advisor)

A. Describe the work that will be performed in the internship:

B. What skills do you hope to acquire as a result of this internship (List)?

C. Please list at least three (3) learning objectives:

Student Signature:

Date:

Approval of Internship Coordinator (or Faculty Research Advisor)

I approve this application for internship credit for (indicate course prefix and number):

Signature of Internship Coordinator:

Date:

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RELEASE OF ASSUMPTION OF RISK

I, the undersigned, being of legal age, do hereby agree and promise the following for and in consideration of my participation in **IDS 4949 Liberal Studies internship** for the (year) **20**____
Fall/Spring/ Summer semester and all activities related thereto from (date)_____ through((date) _____ .

I agree and acknowledge that participation in the internship to take place in (location)_____ and its related activities is of my own free will. I acknowledge that I am acting neither as an employee nor agent of the State of Florida, The Florida International University Board of Trustees, The Florida Board of Education, Florida International University or any of their respective officers, employees or agents.

I further acknowledge that in the course of the performance of any of the internship which I have voluntarily assumed to perform during my enrollment in the above-mentioned course I expose myself to risks, known and unknown, of property damage or loss, as well as personal injury that could be painful, permanently disfiguring or debilitating and fatal. I fully assume these risks, which include, but are not limited to the risks associated with ground travel.

I, FOR MYSELF, MY HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS AGREE TO RELEASE, WAIVE, DISCHARGE AND RELINQUISH AND TO HOLD HARMLESS THE STATE OF FLORIDA, THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES, FLORIDA INTERNATIONAL UNIVERSITY, AND THEIR RESPECTIVE OFFICERS, EMPLOYEES, AND AGENTS, FROM AND AGAINST ALL CLAIMS AND CAUSES OF ACTION WHICH MAY ARISE FROM MY PARTICIPATION IN THE FIELDWORK AND ITS RELATED ACTIVITIES OR FROM PERSONAL UNRELATED ACTIVITIES WHETHER THE SAME SHOULD ARISE BY REASON OF NEGLIGENCE OF ANYONE ORGANIZING OR PARTICIPATING IN THE FIELDWORK OR OTHERWISE, AND AGREE THAT UNDER NO CIRCUMSTANCES WILL I OR ANYONE CLAIMING THROUGH ME, PROSECUTE OR PRESENT ANY CLAIMS FOR PERSONAL OR BODILY INJURY PROPERTY DAMAGE OR LOSS, OR WRONGFUL DEATH AGAINST THE STATE OF FLORIDA, THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES, FLORIDA INTERNATIONAL UNIVERSITY, OR THEIR RESPECTIVE OFFICERS, EMPLOYEES, OR AGENTS.

I, for myself and any others claiming through me, accept full responsibility for safety and expenses and assume the complete risk of any injury to myself or my property which may arise out of or in the course of my participation in this course and related activities.

WITNESS

Signature Date

Print Name^{L}_{SEP}

Address^{L}_{SEP}

City, State and Zip

AFFILIATION AGREEMENT
BETWEEN
THE FLORIDA INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES
AND

THIS AGREEMENT is entered into as of the ____ day of _____, 20 __, by and between THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES, on behalf of Florida International University, 11200 S.W. 8th Street, Miami, Florida 33199, hereinafter referred to as the "UNIVERSITY", and _____, whose address is _____, hereinafter referred to as "INSTITUTION".

WITNESSETH

WHEREAS, UNIVERSITY desires that students enrolled in the _____ Program of UNIVERSITY obtain experience at INSTITUTION; and

WHEREAS, INSTITUTION is offering to provide said experience in recognition of the need to train personnel.

NOW, THEREFORE, for and in consideration of the premises and mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. FACILITIES:

INSTITUTION agrees to make the following facilities available to UNIVERSITY in order to provide experience for STUDENTS:

- (a) INSTITUTION library facilities used by INSTITUTION staff members shall be open to STUDENTS.
- (b) Vehicular parking at INSTITUTION for STUDENTS.

2. PROVISIONS FOR INSTRUCTION AND SUPERVISION OF STUDENTS:

- (a) UNIVERSITY shall acquaint its STUDENTS with the rules and regulations of INSTITUTION. This does not preclude INSTITUTION from providing further orientation. INSTITUTION will provide UNIVERSITY with a current set of rules and regulations at least sixty (60) days prior to the beginning of each fall term, and promptly following any amendments to such rules and regulations.
- (b) INSTITUTION reserves the right to refuse its facilities and services to any STUDENT who does not comply with either the professional or other regulations of INSTITUTION or of any appropriate authority controlling and directing INSTITUTION.

(c) UNIVERSITY, through its faculty, maintains its responsibility for the instruction and academic supervision of Interned STUDENTS assigned to INSTITUTION; however, INSTITUTION shall assign a staff member to assist in providing on-site instruction and to provide on-site supervision of the students.

(d) Liability insurance coverage:

UNIVERSITY maintains general liability coverage with the State of Florida Risk Management Trust Fund for its faculty and employees; coverage is provided to the limits of the State's waiver of sovereign immunity, \$200,000 per person, \$300,000 per occurrence. A copy of this certificate of insurance will be provided to INSTITUTION upon request.

3. NON-DISCRIMINATION:

No person shall be denied access to or the benefits of this training program on the basis of race, color, sex, age, religion, national origin, marital status, handicap, or disability, unless otherwise allowed by law.

4. TERM OF AGREEMENT:

The initial term of this Agreement shall be from _____, 20__ through _____, 20__. This AGREEMENT shall be automatically renewed for yearly periods thereafter. Either party hereto may terminate this AGREEMENT at any time by giving to the other party notice in writing at least thirty (30) days prior to the intended termination date; provided, however, that all STUDENTS enrolled in the training program at INSTITUTION at the time of the notice of termination shall be given the opportunity to complete their training program at INSTITUTION, for a period not to exceed six (6) months.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the day and year first above written.

FOR THE INSTITUTION:

THE FLORIDA INTERNATIONAL
UNIVERSITY BOARD OF TRUSTEES:

Name: _____

Title: _____

Date: _____

Elizabeth M. Bejar

Vice President – Academic Affairs

Date: _____

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: _____

FIU Attorney

**IDS 4949
Internship Modality Policy**

Special instructions for students seeking approval for credit-earning internships through ID S4949:

Summer B 2020:

Student responsibility:

If you are seeking IDS 4949 credit for an internship opportunity taking place during the Summer B term, it is your responsibility to obtain in writing from your internship sponsor confirmation of the sponsor's intention and ability to provide a remote internship. This confirmation must include a brief description of how the intern's duties will be conducted: for example, by telephone, Zoom, Slack, or any other remote-enabling practice or technology.

Reason for this policy:

The Liberal Studies Program, which administers IDS 4949 must document conformity with the FIU's summer 2020 remote learning plan for this and all credit-earning courses.

Fall 2020:

Student responsibility:

If you are seeking IDS 4949 credit for an internship opportunity taking place during the Fall 2020 term, it is your responsibility to obtain in writing from your internship sponsor confirmation of the sponsor's intention and ability to provide either of these options OR a combination of them:

- A remote internship. This confirmation must include a brief description of how the intern's duties will be conducted: for example, by telephone, Zoom, Slack, or any other remote-enabling practice or technology.
- A face-to-face internship which follows social distancing guidelines and where everyone present wears a mask or appropriate face covering.

Reason for this policy:

The Liberal Studies Program, which administers IDS 4949 must document conformity with the FIU's Fall 2020 plan to reopen the university. remote learning plan for this and all credit-earning courses.

In case of changes to FIU operating or instructional status, or to guidelines for work in the state/county where the internship takes place, we strongly recommend that the letter of commitment from the prospective employer indicate willingness to provide remote/online responsibilities.

This policy was last updated 6/3/2020 by Heather Blatt, Liberal Studies Associate Director (hblatt@fiu.edu). The Liberal Studies Program reserves the right to change these policies at need.

Safety Guidelines for COVID-19 issues that may arise during internships

These guidelines are written for the safety of pre-recreational therapy and recreational therapy (RT) students, RT internship supervisors, RT clients, and faculty. Students completing in-person internships should follow the guidelines below. In addition, student interns are required to follow the guidelines of their internship agency and the state they are completing their internship in.

GUIDELINES FOR:

A. Students who identify as a contact of anyone who has tested positive for COVID-19

During your internship, if you learn that you have been in contact with anyone who has tested positive for COVID-19, you need to agree to testing for COVID-19. The steps to follow in this case are:

1. You will stop your internship and notify your facility supervisor and academic supervisor as soon as you learn that you have been in contact with a person who has tested positive for COVID-19
 2. Get tested. While waiting for the results of your test, you will not continue with any physical internship hours.
 3. If the results of your COVID-19 test are negative, you can resume your hours physically. If you test positive for COVID-19, you won't return physically to the agency until you have recovered and your return is safe for you and others. If the facility allows you to complete hours virtually/remotely, you may continue your hours, but your facility supervisor needs to agree to supervise you virtually/remotely. If you test positive for COVID-19, you agree to self-quarantine in a designated location until:
 - Your symptoms have resolved, and
 - It has been at least ten days since the start of your symptoms, and
 - You have a negative COVID-19 test result.
-

B. Students who suspect they have developed COVID-19 symptoms

Throughout your internship, monitor for the following symptoms:

- A fever of 100.4°F or higher
- Respiratory symptoms, such as dry cough or shortness of breath
- Sore throat
- Headache
- Body aches
- Chills
- Loss of taste or smell

If you develop some of the symptoms above, you need to follow these steps:

1. Notify your facility supervisor and academic supervisor as soon as you suspect that you have developed COVID-19 symptoms.
2. Get tested. While waiting for the results of your test, you will not continue with any physical internship hours.

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School of Education and Human Development

3. If the results of your COVID-19 test are negative, you can resume your hours physically. If you test positive for COVID-19, you won't return physically to the agency until you have recovered and your return is safe for you and others. If the facility allows you to complete hours virtually/remotely, you may continue your hours, but your facility supervisor needs to agree to supervise you virtually/remotely. If you test positive for COVID-19, you agree to self-quarantine in a designated location until:
- Your symptoms have resolved, and
 - It has been at least ten days since the start of your symptoms, and
 - You have a negative COVID-19 test result.

RETURNING TO YOUR INTERNSHIP:

- If you have to stop your internship due to COVID-19, you can resume your hours after you are cleared to return to the facility by your doctor, the facility supervisor and your academic supervisor.
- You will need to submit proof that you have recovered physically to return to the facility (you need a negative COVID-19 test result).
- In the case that you need to resume your internship hours in the following academic semester, you will be granted an incomplete and will resume your hours the following semester.
- LEI4940 interns need to complete either 160 hours for 3 credits/1 rotation or 320 hours for 6 credits/2 rotations. LEI4941 interns need to follow the [NCTRC internship guidelines](#) and complete 560 hours.

As an FIU intern and steward, I agree to follow [The CDC Guidelines](#) to protect myself and others.

FIU's chief priority is the safety of its students, faculty, staff, visitors and internship sites. I know that by engaging in campus activities, including working at my internship site both on campus and off, attending classes, pursuing my education, living on campus, eating in the dining halls, attending activities, participating in sports and recreation internships, I may be exposed to COVID-19 and other infections. I also understand that despite all reasonable efforts by the university, I can still contract COVID-19 and other infections. In order to reduce my risk, I agree to be an active participant in maintaining my own health, wellbeing and safety, as well as the safety of others, by following all the guidelines and expectations outlined by the university.

I have read, understand, and agree to comply with the guidelines stated in this document. I also acknowledge that these guidelines are a condition of my participation in FIU RT Internship Program and that any failure to comply with the guidelines above may lead to immediate removal at my internship site

_____ [STUDENT ELECTRONIC SIGNATURE]

_____ Date



PANTHERS PROTECTING PANTHERS

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