



**Faculty Handbook
for Developing and Maintaining Enrollment-Based
Community Internship Programs**

2024-2025

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Introduction

Internships provide students with several benefits, including work experience, professional networking, and skill development, all of which can give students a competitive edge when entering the job market. For these reasons, the College of Arts, Sciences & Education seeks to encourage and support the efforts of academic units to provide their students with internship opportunities.

There are several ways for students to obtain an internship. This handbook offers a model and guidelines for developing and maintaining **community-based, elective internships for CASE students who enroll in an internship course for credit or zero credit**. It is not intended for programs that include an internship as a degree requirement. The guidelines are not intended to be comprehensive but are meant to provide a general framework and set of procedures that may be adapted to the needs and requirements of the unit. However, guidelines that address legal matters should be adopted.

References:

[Intern Hiring Up More Than 9% for 2022-23 Academic Year \(nacweb.org\)](https://www.nacweb.org/2022/03/22/intern-hiring-up-more-than-9-for-2022-23-academic-year/)

[Internship-co-op-survey-executive-summary.pdf](#)

Contact Information

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What is an Internship?

FIU follows the definition of an internship provided by the National Association of Colleges and Employers (NACE), which is as follows:

“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.”

Characteristics of a Good Internship According to NACE

- *A learning experience with a real-world opportunity to apply the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or replace the work that a regular employee would routinely perform.*
- *Learned skills and knowledge that are transferable to other employment settings.*
- *A defined beginning and end that is mutually agreed upon and consistent with institutional sponsor guidelines and schedules.*
- *A position description with clear responsibilities and required/desired qualifications.*
- *Clearly defined learning objectives/goals supportive of the student's academic program goals and institutional requirements.*
- *Direct supervision by a professional(s) with relevant expertise and educational and/or professional experience who provides productive feedback, guidance, and the resources and equipment necessary to successfully complete the assignment.*

Internships may be paid or unpaid. Research has shown that, while paid internships may offer more advantages, both paid and unpaid internships benefit students and employers (Rothschild & Rothschild, 2020). The Fair Labor Standards Act specifies the conditions an unpaid position must meet to be considered an internship.

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
5. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

References:

[NACE's Guide to Internships \(nacweb.org\)](https://www.nacweb.org/guide-to-internships/)

[Internship Meaning and Definition: A NACE Guide \(nacweb.org\)](https://www.nacweb.org/internship-meaning-and-definition-a-nace-guide/)

Rothschild, Philip C. and Rothschild, Connor L. (2020) "The Unpaid Internship: Benefits, Drawbacks, and Legal Issues," *Administrative Issues Journal*: Vol. 10: Iss. 2, Article 5. Available at: <https://dc.swosu.edu/aij/vol10/iss2/5/>

Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act
<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

Enrollment-Based Community Internship Program Roles and Responsibilities

The model presented in this handbook relies on the collaboration and engagement of multiple stakeholders and partners. The model offers an efficient process for developing partnerships with community-based entities and ensuring that students have high-quality internship experiences.

Role of the Student

Students must play an active role to derive the maximum benefits from their internship experience. Students must fulfill the requirements of the internship position and conduct themselves in a professional manner. Additionally, students should:

- Follow company policies and rules.
- Fulfill responsibilities assigned by the company, including the agreed work schedule.
- Always Adhere to the FIU Student Code of Conduct.
- Report any concerns during the internship experience to the program.
- Meet the minimum hour requirement as established by the program.
- Regularly communicate with their on-site supervisor and internship instructor.
- Complete all academic requirements outlined in the internship course syllabus.
- Complete the end-of-semester internship experience student survey [see Appendix 1].

Student interns often have demanding and non-traditional schedules. Community internship partners should be flexible in accommodating adjustments to the student's internship schedule during midterms, final exams, and academic breaks or holidays. Students are responsible for communicating any scheduling conflicts with their supervisor in advance to ensure a smooth adjustment.

Role of the Academic Unit

Participating academic units should designate an internship liaison. Liaisons coordinate internships at the unit level and serve as the primary point of contact with the CASE Internships Administrative Team. Liaisons should:

- Collaborate with the CASE Internship Administrative Team to enhance internship programs.
- Handle affiliation agreements with community partners.
- Coordinate internship placements and manage the student enrollment process.
- Offer support to faculty interested in developing internship opportunities.
- Serve as a resource for students and Community Internship Partners (CIPs).

Academic units may also have multiple faculty members who serve as internship instructors. The internship instructor is the primary instructor of the internship course. Any faculty member may, with the approval of the academic unit's chair or director, have a section of an internship course opened in their name.

Role of the Internship Instructor

- Facilitate student enrollment in internship courses.
- Determine the academic requirement(s) for the internship.
- Develop and maintain the course syllabus.
- Develop a learning plan with the student.
- Review and sign the internship agreement.
- Calculate and enter final grades
- Maintain communication with students and the internship site(s) as necessary.
- Address and resolve any issues or concerns related to internship placements.

The internship liaison may also serve as an internship instructor if they meet the credentialing requirements for the internship course.

Role of the Community Internship Partner (CIP)

The CIP provides students with experience that meets the standards for internship programs under the Fair Labor Standards Act and in accordance with FIU policy. The CIP is responsible for:

- Provide the student with an orientation of the company's facilities, policies, and procedures, including, without limitation, policies that relate to the company's confidentiality and other requirements.
- Provide the student with meaningful work experience related to the student's program. Activities that do not constitute a meaningful work experience include but are not limited to clerical work (making copies, filing, organizing, etc.), making coffee, running errands, and tasks unrelated to the student's program of study. The student may not be assigned to these activities as part of their regular duties with the company.
- Designate a qualified professional to supervise the intern.
- Provide the program information needed to determine the student's grade in the course, which may include a student evaluation survey.
- Provide resources to support the student in completing assigned duties/tasks.
- Provide supervision of the student's work and feedback to aid in the student's professional development.
- Be responsible for determining if the student meets screening or other eligibility requirements.
- Communicate concerns or problems with a student to the internship instructor or liaison.
- Provide a safe and structured work environment.
- Ensure compliance with [FIU's internship policies](#).

Role of the Site Supervisor

When a CIP selects a supervisor for the intern, it is essential that the supervisor be accessible to answer questions, provide guidance, and share expertise and experience. The supervisor should also be dedicated to training and mentoring and have a clear understanding of both the intern's role and the organization's goals.

The success of the internship relies on careful planning and the support of a committed on-site supervisor. This individual will oversee the intern's daily activities, guide their tasks and

responsibilities, and offer regular feedback. Additionally, the academic unit offering the internship course may ask the supervisor to complete an end-of-semester evaluation of the intern's performance in the internship [see Appendix 2].

Role of the College

As part of a university-wide effort to increase internship participation, the college seeks to increase the number of internship opportunities for students. The CASE Internship Administrative Team can assist academic units with establishing relationships with external partners. The team can:

- Help identify potential internship opportunities, promote these opportunities to students, and track student enrollment and participation.
- Serve as a liaison between prospective community partners and academic departments to ensure effective communication.
- Maintain up-to-date records of available internship sites and student placements.
- Collaborate with departments to monitor post-internship employment outcomes.

Establishing Community-Based Internship Sites

This section outlines a process for establishing community-based internship sites and provides links to the legal documents required by FIU.

Internship Course

Students must enroll in an internship course. Per the Statewide Numbering System, internship courses are those with a number that is X940 through X949. Additionally, internship courses should 1) have the word “internship” in the title, 2) be variable credit, beginning at 0 credits, 3) be pass/fail, 4) be “repeatable,” and 5) require instructor or academic unit permission. If the academic unit uses a course for internship purposes that does not fit the description above, the unit should submit a New Course Proposal or Course Change Request form to the CASE curriculum committee.

Zero-credit Internship

In Spring 2016, most CASE internship courses were modified to allow students to enroll for zero credits. The zero-credit option allows students to participate in tuition-free internships and allows units to include those students in their internship count. The course will appear on the student's transcript, but the grade will not be included in the GPA calculation. Please note that 0-credit courses are tuition-free, but students may still incur fees if enrolled in another course.

Identify Community-Based Partners

Community-based internship sites are often identified by a faculty member who has or develops a relationship with a prospective CIP. Sites may also be identified as a result of inquiries by a community agency/business or by students who bring an opportunity to the attention of a faculty member. Once a potential site is identified, the internship liaison or faculty member should discuss the internship process and requirements with the site.

Affiliation Agreement

Community-based internship sites should have an Affiliation Agreement with FIU if students placed at that site enroll in an internship course, either for credit or zero credits. The Affiliation Agreement specifies the responsibilities of both parties and protects FIU against certain legal liabilities.

There are two versions of the standard Affiliation Agreement: non-healthcare-related (Appendix 3) and healthcare-related (Appendix 4)

If, after a discussion between the faculty member and potential community partner, the parties agree to proceed with establishing an internship site, the liaison or faculty member should initiate the standard agreement signing workflow via DocuSign. The following information about the partnering institution is required:

- The institution name, that is, the official name of the company or organization.
- The representative and signatory information, that is, the name(s) and email address(es) of the individual(s) at the partner institution who will serve as the main point of contact and the signatory authorized to sign the agreement on behalf of the partner institution.

The liaison or faculty member can use the links provided on the CASE Internship SharePoint Site to access the DocuSign website and begin the standard agreement signing workflow. In the DocuSign forms, the liaison or faculty member will enter the names and email addresses of the individuals involved in the agreement from both the academic unit and the partnering institution. The parties include:

- The FIU representative, who is the designated official representing the academic unit.
- The institution/facility representative.
- The institution/facility signatory.
- The academic unit chair or director.

Upon submission of the DocuSign form, the standard affiliation agreement document will be automatically routed for review and signatures through the CASE Dean's Office, the Office of General Counsel, and the Office of the Provost for final approval.

The potential CIP may request modifications to the standard agreement. The Office of General Counsel will review and approve such requests if appropriate. The university has the final authority to approve the agreement. Executed agreements will be available to partners and academic units in DocuSign. The agreement process may take one to two months.

There is an affiliation agreement for international programs (Appendix 5).

Memorandum of Cooperation (MoC)

This document is intended for use when students participate in experiential learning opportunities provided by companies or organizations that do not have a formal affiliation agreement with FIU. This document is particularly useful for one-time engagements with companies that do not regularly host FIU interns (Appendix 6). A formal affiliation agreement should be established for companies regularly hosting FIU interns.

The MoC outlines the roles, responsibilities, and expectations of both FIU and the host company/organization to ensure a successful and beneficial experiential learning experience for the student. It serves as a mutual understanding rather than a legally binding contract.

To initiate the signing workflow via DocuSign, the liaison or faculty member can use the link available on the CASE Internship SharePoint Site to access the DocuSign website and begin the MoC signing workflow. In the DocuSign forms, the liaison or faculty member will enter the names and email addresses of the individuals involved in the internship placement. The parties include:

- The FIU internship liaison or instructor/academic unit.
- The company's internship supervisor.
- The student intern.

Upon submission of the DocuSign form, the document will be automatically routed for review and signatures through the CASE Dean's Office, the Office of General Counsel, and the Office of the Provost for final approval.

Course Syllabus

FIU policy regarding course syllabi also applies to internship courses. The syllabus must include learning objectives and specify how the final grade will be determined (Appendix 7).

Internship Site Profile

CIPs with an affiliation agreement with FIU may be asked to complete a site profile survey. The site profile provides information about the nature of the internship, location, and other requirements. Upon receiving approval from both the relevant academic unit and the CIP, site profiles will be made available to students via the searchable CASE Enrollment-Based Community Internships web page (Appendix 8).

Enrollment Request

Students seeking to enroll in an internship course must secure an internship placement before submitting an enrollment request (Appendix 9). Once submitted, the enrollment request will be routed to the academic unit offering the internship course. The unit's internship liaison will then review the request for evaluation and approval. The enrollment request form is available on the CASE Enrollment-Based Internships webpage.

Internship Agreement

An Internship Agreement should be signed by the student and the on-site internship supervisor (Appendix 10). This agreement should specify the internship start and end dates, location of the internship experience, the number of hours per week and work schedule, the type of duties the student may perform, the on-site supervision that will be provided to the student, and by whom, any other requirements such as the ability to travel within a specified geographic area. A DocuSign link for the standard internship agreement is available on the CASE Internship SharePoint Site. Academic units may opt to use their own internship agreements if applicable. Academic units may request that a tailored internship agreement be created.

FIU Release of Assumption of Risk

FIU's Office of General Counsel requires that programs obtain a Release of Assumption of Risk prior to the student beginning the internship (Appendix 11). The academic unit is responsible for retaining a copy of the signed document. A DocuSign link for this form is available on the CASE Internship SharePoint Site.

Internship Surveys

Internship surveys should be sent to students enrolled in an internship course (Appendix 1) and to the internship sites (Appendix 2) to gather information about the students' experience and performance in the internship. Academic units that wish to have surveys sent out to their students and internship sites can request assistance from the Dean's Office Internships Team.

International Internships

If the internship is international, the student must register with the Office of Study Abroad. It is recommended that this be required prior to receiving a permission number for the course.

International Students

Faculty advising international students should encourage them to consult with the [International Student and Scholar Services Office \(ISSS\)](#) before beginning their internship search. ISSS advisors can provide guidance on immigration requirements, visa regulations, and internship eligibility. While there are excellent internship opportunities available for international students, it is essential that they understand the established guidelines to avoid any unintended consequences that could affect their legal status or future opportunities.

CASE Internship SharePoint Site

The academic unit is responsible for obtaining and storing the documents listed above. The SharePoint site linked below has been created to facilitate the retention of internship documents and data. Please use this repository to ensure that records will be preserved and easily accessible in the future. Each academic unit has a dedicated folder that may be accessed by the internship liaison, chair, director, and his/her designee(s).

CASE Internship SharePoint site: <https://fiudit.sharepoint.com/sites/caseinternships>

General CASE Internship Guidelines for Enrollment-Based Community Internships

The following guidelines apply to CASE majors seeking enrollment-based internships at non-FIU community sites for academic or zero credit. Faculty and academic units are encouraged to review these guidelines to help students successfully navigate the internship process.

1. Students are responsible for identifying internship opportunities and securing a placement.

2. Internship periods are usually one semester, with dates corresponding to FIU's official calendar. For internships extending beyond one semester, students must register for each term during which they are participating to earn academic credit.
3. Students must be enrolled in an internship course during the semester they are completing their internship. Academic credit is earned during this enrollment period.
4. The student must complete the agreed-upon work schedule as approved by the program and/or internship site.
5. The objective of the internship is for the student to have practical experience related to their FIU coursework.
6. Students should meet with their internship instructor before the start of the internship semester to discuss an internship learning plan, including the internship's goals and objectives, and to ensure alignment with their coursework.
7. Once an internship is secured, the student must submit the enrollment request, which is available on the CASE Enrollment-Based Internships website.
8. Students must submit their enrollment requests by the specified deadline to ensure they are processed and approved in time for enrollment in the desired semester.
9. Before the internship begins, the student, faculty supervisor, and on-site supervisor should sign an Internship Agreement. The student must also sign a Release of Assumption of Risk form. These forms are required for each separate internship experience.
10. Enrollment in internship courses is by permission.
11. A qualified employee should supervise students at the internship site.
12. The on-site supervisor should provide the student performance feedback and complete an evaluation of the student intern before the semester ends. The evaluation may contribute to the student's final grade in the internship course.
13. The internship instructor is responsible for assigning the final grade.
14. Internships may be paid or unpaid.
15. Students must adhere to [FIU's Student Code of Conduct](#) during their internship.

Promotion of Internship Opportunities

A successful community-based internship program requires regular promotion to ensure students know how to access opportunities. Internships may be promoted in a variety of ways:

1. Send emails to select students, such as those enrolled in a particular course.
2. Include a link to the searchable internship webpage on your unit's website.
3. Use the Announcements tab of your website to highlight upcoming internship opportunities, ensuring they are posted before the end of each semester in preparation for

the following term.

4. Ask the faculty to include a link to the unit's internship webpage on their websites.
5. Post signs in areas that students frequent.
6. Ask faculty to make announcements in class.
7. Include information about internships on the syllabi of key courses.

Internship Placement Process and Enrollment Process

This internship model requires students to enroll in an internship course. Enrollment allows tracking internship participation and employment opportunities resulting from the internship experience. Students may be permitted to enroll in an internship for zero credits. Students who do not wish to enroll in an internship course or who are unable to obtain a placement with a CIP should be referred to the Office of Career and Talent Development (CTD). CTD offers a variety of services to help students find internships

Internship Enrollment Process

1. Students must secure an internship and complete the enrollment request form available on the CASE Enrollment-Based Internships website.
2. Once the enrollment request form is submitted, it will be routed to the unit internship liaison for evaluation and approval.
3. The internship liaison will verify whether the community internship partner has an established affiliation agreement with FIU.
 - a. If no agreement exists, a Memorandum of Cooperation (MoC) should be signed. For detailed instructions on initiating the Memorandum of Cooperation signing process via DocuSign, refer to the "Memorandum of Cooperation" section in this handbook.
 - b. If an agreement is already in place, the internship liaison should initiate the signing process for the FIU Release of Assumption of Risk form via DocuSign. Once the signing workflow is completed, the internship liaison will receive a signed copy via email.
4. Once all necessary documents are signed, the internship liaison or instructor may grant the student permission to enroll in the course.
 - a. When students enroll for credit, the number of credits should be determined in accordance with academic unit policy.
5. It is recommended that academic units use an internship agreement outlining key details, such as the internship's start and end dates, defined responsibilities, and a learning plan. A standard agreement is available in Appendix 10, though academic units may prefer to use their own versions.
6. If the internship involves working with children or vulnerable populations, the site supervisor must confirm via email that the student has passed a Level II background screening.
7. For international placements, the student must register with the FIU Office of Study Abroad (OSA). OSA will notify the unit internship liaison once the registration is complete, allowing the placement to proceed.

Tips

1. Start the process early.
2. Read legal documents carefully. Ask questions if you do not understand or want to change something.
3. Open an internship course section for each instructor.
4. Centralize the management of internship promotion, paperwork, and collection of student assessments and/or grades.
5. Grant permission to enroll only after all required student paperwork and information has been submitted.
6. If possible, develop a process for reviewing sites to assess how well they meet industry standards and get a sense of the student experience.
7. Disability-related accommodations may differ among sites, as well as from the academic setting. Please contact the Disability Resource Center at 305-348-3532 for more information about requesting internship/internship accommodations.
8. Contact the CASE Internship Administrative Team for questions or support.

Submission of Grades

The pass/fail grade may be determined in whole or in part by the CIP. A Site Survey should be sent to the internship site toward the end of the semester. The survey should include an assessment of the student's performance that can be used to determine the final grade. The internship instructor may determine the final grade based on alternative or additional academic requirements. The internship instructor, who should be the course's primary instructor, submits the final grade.

CASE Internship Student Survey

Q1 You enrolled in the internship course below this semester. Please answer the survey questions about your internship experience related to this course. The information you provide us will be important in determining the value of your internship experience, both for you and for future student interns.

If you enrolled in multiple internship courses or with two different professors, you will receive a separate survey for each. Please complete all surveys.

Course:

Course Section:

Course Description:

Professor:

Enrollment Term:

Q2 Did you complete your internship at an on-campus facility of Florida International University (e.g., FIU lab, research facility, office, classroom, or sports facility)?

☐ Yes

☐ No

Q3 What is the name of the company or organization where you completed your internship this semester?

Q4 Please provide the name and email address of your supervisor at the internship site.

☐ Site Supervisor Name

☐ Site Supervisor Email

Q5 Survey Questions

	Please select the best answer				
	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
The internship was a good match for me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The work I was assigned was what I expected to be doing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I received sufficient support in the form of supervision.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I received sufficient training and guidance during my internship.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I acquired skills and information that will help me reach my academic goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I acquired skills and information that will help me reach my professional goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I made connections that will help me reach my professional and/or academic goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I felt valued while working at the organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q6

Any additional comments to the questions above:

Q7 Would you recommend this internship to other students?

☐ Yes

☐ No

Display This Question:

If Would you recommend this internship to other students? = No

Q8 Please explain why you would not recommend this internship to other students.

Q9 Overall, I rate this internship experience as (select one below).

☐ Excellent

☐ Very Good

☐ Good

☐ Fair

☐ Poor

Q10 Did you receive an employment offer from your internship site?

☐ Yes

☐ No

Display This Question:

If Did you receive an employment offer from your internship site? = Yes

Q11 Did you accept the offer?

☐ Yes

☐ No

Q12 What did you like best about this internship experience?

Q13 What would have made this internship better?

CASE Internship Site Supervisor Survey

Q1 Dear ,

You are identified as the internship site supervisor for the FIU student below. Kindly take a few moments to answer the questions in this survey and indicate your level of satisfaction with the FIU internship experience. Your responses will be used to improve the experience for future students and internship sites. The Internship Performance Evaluation section will assist in determining the student's final grade in the course.

If you supervised multiple students this semester, you will receive an email for each student. Please complete the survey for each student.

Thank you!

Q2 Enrollment Term:

Student Name:

Internship Site:

Q3 Internship Performance Evaluation:

Please use the following section to evaluate the student's performance in the following areas:

The scale is 1-10. 1 being extremely unsatisfied, 5 being extremely satisfied.

	1	2	3	4	5
Attendance and participation in training and meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The intern followed the rules, policies, and requirements of the site/internship experience.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Interaction with clients, parents, and staff was done professionally.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Implemented programs and procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Data collection and graphing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q4 Please use the scale below to answer the following questions.

	Scale:				
	Strongly Agree	Agree	Neither agree nor disagree	Disagree	Strongly Disagree
The intern's conduct was professional.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The intern's work was satisfactory.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Would you hire this intern if a position was available?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did you feel like you received sufficient support from FIU during the internship hiring process?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Display This Question:

If Please use the scale below to answer the following questions. : Scale: [The intern's conduct was professional.] (Recode) < 3

Q5 Please describe any problems with the intern's work or professional conduct.

Display This Question:

If Please use the scale below to answer the following questions. : Scale: [Did you feel like you received sufficient support from FIU during the internship hiring process?] (Recode) < 3

Q6 Please provide any suggestions you have for improving the internship supervisor experience.

Q7 What did you like most about your experience as an internship supervisor?

Q8 What did you like least about your experience as an internship supervisor and how might it be improved?

Q9 Other Comments:

AFFILIATION AGREEMENT BETWEEN
THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES AND

THIS AFFILIATION AGREEMENT (“Agreement”) is entered into as of the Effective Date (the “Effective Date”, which shall be the date this Agreement becomes fully executed), by and between The Florida International University Board of Trustees (hereinafter “FIU”), and _____ (hereinafter the “Institution”), hereinafter collectively referred to as the “Parties”.

WHEREAS, FIU desires that individuals (“Students”) enrolled in its _____ program(s) (“Program”) obtain required educational and/or other experiences at the Institution (to the extent there is more than one location at which Students will attend, the locations shall be listed in an exhibit identified as Exhibit A);

WHEREAS, the Institution is willing to offer such experiences in recognition of the need to train Students; and

WHEREAS, it is to the benefit of both FIU and the Institution to cooperate in the educational preparation of Students so as to promote excellence in the field of studies, to ensure professional competence, to assure the availability of trained professionals to the community, and to provide maximum utilization of community resources.

NOW, THEREFORE, in consideration of mutual promises set forth herein and other good and valuable consideration, FIU and Institution agree as follows:

1. **PURPOSE.** The purpose of this Agreement is to establish procedures and guidelines pursuant to which Institution shall provide access to a professional and learning environment and training tailored to the field of study for Students (“Experience”) who are in good standing with FIU and who are accepted for such training by the Institution.
2. **TERM AND TERMINATION.** The term of this Agreement shall be _____ (__) year(s) commencing _____ and ending _____. This Affiliation Agreement shall automatically renew for additional one (1) year periods, unless terminated as set forth herein. This Affiliation Agreement may be terminated by either Party upon thirty (30) days prior written notice by the other Party. Notwithstanding the foregoing, however, all Students currently participating or scheduled to participate in an Experience at the time of termination shall be given the opportunity to finish the Experience at Institution.
3. **RESPONSIBILITIES OF INSTITUTION.** In accordance with the terms and conditions of this Agreement and any Program-specific curriculum provided to Institution by FIU,

Institution agrees to provide an educational/professional and/or other experiences for Students in connection with the Program, and Institution shall:

- a) accept Students into Experiences, the number of which shall be determined at the reasonable discretion of Institution, based upon Institution's space, scope of services, and upon any other considerations as solely and absolutely determined by Institution.
- b) designate the following person(s) to serve for Institution as liaison(s) (hereinafter the "Institution Liaison"): _____. The contact information of the Institution Liaison is: _____.

The Institution Liaison will:

- (1) provide Students with an orientation of the Institution's facilities, or orientation packets about the Institution, which will include information about policies and procedures, including without limitation policies that relate to the Institution's confidentiality and other requirements.
 - (2) plan, administer and retain total responsibility for all aspects of the Students' Experience and assure qualified supervision of all activities in which the Students are engaged.
 - (3) determine, in its sole discretion, whether a Student has violated Institution's rules, regulations, policies, procedures or is otherwise a detriment to Institution's operations, staff or visitors, in which case FIU shall work with Institution in taking appropriate steps concerning the Student.
- c) acknowledge that student education records are protected by the Family Educational Rights and Privacy Act ("FERPA") and by applicable state law, and that generally, written student consent must be obtained before releasing personally identifiable student education records to anyone other than FIU. FIU agrees to provide guidance to Institution with respect to complying with the provisions of FERPA and similar state law. Institution agrees to treat all Student education records as confidential information and not to disclose such Student education records except to FIU and Institution officials who need the information to fulfill their professional responsibilities pursuant to this Affiliation Agreement, or as otherwise required or permitted by law.
 - d) provide access to cafeteria facilities, if available, for the Students. The cost of meals at same is to be paid by Students.
 - e) provide access to Institution library facilities, if available.
 - f) advise Students of risk of exposure to infectious diseases, including, without limitation, HIV infection, during the learning Experience, and that Institution is not responsible for unpreventable exposure.

- g) provide FIU Faculty with access to the Institution as needed to allow such Faculty to evaluate the Students and the experiences provided. If FIU Faculty are not typically on-site at Institution, Institution will allow such Faculty access to the Institution and Students upon reasonable notice to Institution.

The Parties acknowledge that each is subject to regulatory and compliance requirements with various external agencies, and each agrees to cooperate with the other Party to facilitate compliance with all regulatory requirements of the Institution and FIU, including but not limited to, permission for regulatory or accreditation reviewers to observe students and faculty engaged in educational and training experiences at the Institution or FIU.

4. **RESPONSIBILITIES OF FIU.** FIU shall:

- a) be solely responsible for any faculty assignment to the Institution.
- b) designate the following contact person at FIU with authority over the Program for which Student(s) is training: _____, whose contact information is _____. If any research is to be performed, the foregoing FIU individual shall be responsible for ensuring that all FIU policies and procedures are followed before any research work is performed at FIU relating to this Agreement, including without limitation that any compliance approvals are in place from, as applicable, the Institutional Animal Care and Use Committee (IACUC), the Institutional Review Board (IRB) or the Institutional Biosafety Committee (IBC) prior to the commencement of the research.
- c) present Students who have been approved by Institution and who have adequately fulfilled any stated requirements for the Experience (including, but not limited to any background check, drug screening, etc.). The foregoing notwithstanding, Students are responsible for meeting Institution's requirements and Institution is responsible for assessing whether Students have met any screening requirements unless the parties specifically agree otherwise.
- d) establish and maintain curriculum standards and educational policies that meet FIU standards and applicable licensing and accreditation requirements.
- e) retain overall responsibility for Students and administer, organize and operate the overall educational program and retain responsibility for the education of Students in and for FIU's program curriculum, its design, delivery, and quality including Student grading, progression, termination, or graduation from the program of study.
- f) educate Students to maintain the confidentiality of all records or information exchanged in the course of the Experience in accordance with Institution policies and all applicable federal and state laws, rules and regulation.
- g) ensure each Student provides for his or her own transportation, parking, meals and all other expenses not specifically provided for herein.

5. INDEPENDENT CONTRACTOR/ STUDENTS STATUS.

- a) The relationship of the Parties hereunder shall be an independent contractor relationship, and not an agency, employment, joint venture or partnership relationship. Neither Party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party.
- b) No Student will be deemed to be an employee, agent or volunteer of the Institution by virtue of participation in the Program, nor will the Institution be liable for the payment of any wage, salary, or compensation of any kind for service provided by the Students while participating in the Experience. Further, no Student will be covered under the Institution's Worker's Compensation, social security, or unemployment compensation programs while participating in the Experience.

6. INSURANCE AND INDEMNIFICATION.

- a) FIU 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, \$100,000 per person, \$200,000 per occurrence. A copy of this certificate of insurance will be provided to Institution upon request.
- b) Each Party's Responsibility. The Parties agree to indemnify and protect each other subject to the provisions of this section and, as to FIU, within the limitations of Florida Statutes, Section 768.28, as amended from time to time. To the extent allowed by Section 768.28 of the Florida Statutes, all employees and agents of FIU acting within the scope of this Agreement shall be entitled to sovereign immunity. Each party agrees to be liable for the activities of its respective trustees, officers, employees, and agents (collectively referred to as "personnel"). Institution agrees to indemnify and hold harmless FIU, The Florida International University Board of Trustees, the Florida Board of Governors, the State of Florida and its personnel from all claims, suits, judgments or damages, arising out of the acts or omissions of Institution, or Institution's employees or agents. FIU agrees to indemnify and hold harmless Institution and its personnel from all claims, suits, judgments or damages, arising out of the acts or omissions of FIU, or FIU's employees or agents.
- c) Force Majeure. If, as a result of an act of force majeure, including without limitation, an act of God, war, internal unrest and upheaval, hurricane or natural disaster, hurricane warning or hurricane watch issued by the US National Weather Service, tropical storm watch or tropical storm warning issued by the US National Weather Service, riot, labor dispute, strike, threat thereof, acts of government, pandemic, epidemic, quarantine, local, state or national emergency declarations, intervention of a government agency or instrumentality or other occurrence beyond the reasonable control of either organization, either Institution or FIU is hindered in performing its obligations

hereunder or is thereby rendered unable to perform its obligation hereunder, then, in such event, that organization shall have the right, upon notifying the other of the occurrence of force majeure as herein defined, to suspend or postpone performance of the activity until the event of the force majeure has passed. In the event that either Institution or FIU is unable to perform for a period in excess of six (6) months at any time after the commencement date of this Agreement, the other Party may, at its option terminate the Agreement. In the case that conditions improve and warrant the resumption of activities and deployment of educational programs and services, FIU and Institution would have at least one (1) month to coordinate the resumption of activities per this Agreement.

7. **MISCELLANEOUS.**

- a) Assignments. This Agreement may not be assigned, either in whole or in part, to a third party without the prior written consent of the non-assigning party.
- b) Third Party Obligations. This Agreement is made solely for the benefit of the Parties named in this Agreement, and is not intended to create rights or any cause of action in any third parties, including without limitation, the Students.
- c) Applicable Law. The validity, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Florida.
- d) Entirety of Agreement. This Agreement contains the entire Agreement between the Parties and supersedes all prior agreements and understandings, oral or written, with respect to the subject matter contained herein.
- e) Amendments and Modifications to Agreement. All amendments and modifications to this Agreement shall be made by written mutual consent of both Parties.
- f) Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- g) Notices. All notices under this Agreement shall be in writing and delivered by personal delivery; United States mail, certified, return receipt requested; or a nationally recognized overnight courier service with tracking requested. Such notices shall be delivered to the following:

Institution Representative:

Attn: _____
Email: _____

FIU Representative:

Florida International University
11200 SW 8th Street, _____
Miami, FL 33199
Attn: _____
Email: _____

- h) Authority. Each signatory to this Agreement personally represents that, to the best of his/her knowledge, he/she has authority to legally bind his/her respective party to this Agreement. The signatories are not otherwise parties to this Agreement, except as elsewhere set forth in this Agreement.
- i) The Parties agree not to discriminate on the basis of race, color, religion, age, gender, national origin, marital status, disability, sexual orientation, or any factor protected by law.
- j) Invalidity. The invalidity or unenforceability of a particular provision of this Agreement shall not affect the other provisions hereof, and the Agreement shall be construed in all respects as if such valid or unenforceable provisions were omitted.

IN WITNESS WHEREOF, the Parties, through their respective authorized representatives, have executed this Agreement as of the Effective Date.

INSTITUTION

THE FLORIDA INTERNATIONAL
UNIVERSITY BOARD OF TRUSTEES

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

By: _____
Elizabeth M. Bejar, Ph.D.
Provost, Executive Vice President & COO
Date: _____

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

Approved as to Form & Legal Sufficiency:

By: _____
FIU Attorney
Date: _____

AFFILIATION AGREEMENT BETWEEN
THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES
AND

THIS AFFILIATION AGREEMENT, entered into and effective_____, 20 (the “Effective Date”), is between the Florida International University Board of Trustees (hereinafter “FIU”), and _____ (hereinafter the “Facility”), hereinafter collectively referred to as the “Parties”;

WHEREAS, FIU desires that individuals (“Students”) enrolled in its _____ program(s) (“Program”) obtain required clinical and/or other experiences at the Facility (to the extent there is more than one location at which Students will attend, the locations shall be listed in Exhibit A hereto);

WHEREAS, the Facility is willing to offer such experiences in recognition of the need to train Students;

WHEREAS, it is to the benefit of both FIU and the Facility to cooperate in the educational preparation of Students so as to promote excellence in patient care, to ensure professional competence, to assure the availability of future health care providers and services to the community, and to provide maximum utilization of community resources;

NOW, THEREFORE, in consideration of mutual promises set forth herein and other good and valuable consideration, FIU and Facility agree as follows:

1. **PURPOSE.** The purpose of this Agreement is to establish procedures and guidelines pursuant to which Facility shall provide access to clinical and/or other experiences for Students (“Experience”) who are in good standing with FIU and who are accepted for such training by the Facility.
2. **TERM AND TERMINATION.** The term of this Agreement shall be _____ () year(s) commencing _____ and ending _____. This Affiliation Agreement may be amended, terminated, extended or renewed upon mutual written agreement of the Parties. This Affiliation Agreement may be terminated by either Party upon Ninety (90) days prior written notice by the other Party. Notwithstanding the foregoing, however, all Students currently participating or scheduled to participate in an Experience at the time of termination shall be given the opportunity to finish the Experience at Facility.

3. **RESPONSIBILITIES OF FACILITY.** In accordance with the terms and conditions of this Agreement and any Program-specific curriculum provided to Facility by FIU, Facility agrees to provide clinical and/or other experiences for Students in connection with the Program, and Facility shall:
- a) Accept Students into Experiences, the number of which shall be determined at the reasonable discretion of Facility, based upon Facility's space, patient population, and upon any other considerations as solely and absolutely determined by Facility.
 - b) Designate a person(s) to serve for Facility as liaison(s) (hereinafter the "Facility Liaison"), and provide FIU, in writing, the name of the Facility Liaison prior to the start of the educational experience(s), who will:
 - (1) Provide Students with an orientation of the Facility's facilities, or orientation packets about the Facility, which will include information about policies and procedures, including without limitation the Health Insurance Portability and Accountability Act of 1996 (HIPAA), especially as it relates to the Facility's confidentiality requirements, and on regulations regarding blood-borne pathogens, infectious disease plans, and hazardous chemical plan, and how, when and why to report incidents.
 - (2) Plan, administer and retain total responsibility for all aspects of patient care and assure qualified supervision of all patient activities.
 - (3) In its sole and absolute discretion at any time, summarily relieve a Student from a specific assignment, or request that a Student leave a patient care area or withdraw any Student from its facilities whose conduct or work with patients, personnel, or medical staff is not in accordance with the policies and procedures of Facility or is detrimental to patients or others. Facility shall use reasonable efforts to notify FIU of any Student whose work or conduct with clients, patients or personnel is not, in the opinion of Facility, in accordance with acceptable procedures or standards of performance or otherwise could disrupt patient care or Facility's operation. FIU agrees to immediately communicate and implement as appropriate the Facility's determination to withdraw such Student from Facility's facilities.
 - c) The parties acknowledge that many student education records are protected by the Family Educational Rights and Privacy Act ("FERPA") and by applicable state law, and that generally, written student consent must be obtained before releasing personally identifiable student education records to anyone other than FIU. FIU agrees to provide guidance to Facility with respect to complying with the provisions of FERPA and similar state law. Facility agrees to treat all Student education records that are specifically identified as such by the parties confidentially and not to disclose such Student education records except to FIU and Facility officials who need the information to fulfill their professional responsibilities pursuant to this

Affiliation Agreement, or as otherwise required or permitted by law.

- d) Provide access to cafeteria facilities, if available, for the Students. The cost of meals at same is to be paid by Students.
- e) Provide access to Facility library facilities, if available.
- f) Provide or arrange for the provision of appropriate treatment and follow-up when Students are exposed to infectious or environmental hazards or other occupational injuries occurring at the Facility. Facility is responsible for making available (at the Student's expense) initial and precautionary medical care if students are exposed to infectious or environmental hazards or if Students receive other occupational injuries at the Facility during the Experience. Facility shall notify the Program Director of any situation where a Student requires emergency medical care while at the Facility. Facility shall not be responsible for the payment of any fees or costs related to any medical care provided to Students.
- g) Provide FIU Faculty with access to the Facility as needed to allow such Faculty to evaluate the Students and the experiences provided. If FIU Faculty are not typically on-site at Facility, Facility will allow such Faculty access to the Facility and Students upon reasonable notice to Facility, and only those Faculty who otherwise practice within the Facility shall be required to be credentialed by Facility.
- h) Facility shall be, at all times, responsible for the clinical actions in its facilities, and shall have ultimate responsibility for all clinical decisions made on its patients.
- i) The parties acknowledge that each is subject to regulatory and accreditation compliance with various external agencies, and each agrees to cooperate with the other party to facilitate compliance with all regulatory and accreditation requirements of the Facility and FIU, including but not limited to, permission for regulatory or accreditation reviewers to observe students and faculty engaged in educational and clinical experiences at the Facility or University.

4. RESPONSIBILITIES OF FIU. FIU shall:

- a) Be solely responsible for any and all appointments to its faculty.
- b) Provide a contact person at FIU with authority over the program for which Student(s) is training.
- c) Present Students who (i) have completed Facility's application and been approved by Facility, (ii) have adequate preclinical instruction and (iii), in the discretion of the Facility have adequately fulfilled the preclinical requirements for the Experience (including, but not limited to any background check, drug screening, immunizations and/or immunity, etc). The foregoing notwithstanding, Students are

responsible for meeting Facility's application requirements and Facility is responsible for assessing whether Students have met preclinical screening requirements unless the parties specifically agree otherwise.

- d) Establish and maintain curriculum standards and educational policies that meet FIU standards and applicable licensing and accreditation requirements.
- e) Retain overall responsibility for Students and administer, organize and operate the overall educational program and retain responsibility for the education of Students in and for FIU's program curriculum, its design, delivery, and quality including Student grading, progression, termination, or graduation from the program of study.
- f) Educate Students to maintain the confidentiality of all records or information exchanged in the course of the Experience in accordance with Facility policies and all applicable federal and state laws, rules and regulation, including the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"); and.
- g) Ensure each Student provides for his or her own housing, transportation, parking, meals and all other expenses not specifically provided for herein.

5. INDEPENDENT CONTRACTOR/ STUDENTS STATUS.

- a) The relationship of the Parties hereunder shall be an independent contractor relationship, and not an agency, employment, joint venture or partnership relationship. Neither Party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party.
- b) No Student will be deemed to be an employee, agent or volunteer of the Facility by virtue of participation in the Program, nor will the Facility be liable for the payment of any wage, salary, or compensation of any kind for service provided by the Students while participating in the Experience. Further, no Student will be covered under the Facility's Worker's Compensation, social security, or unemployment compensation programs while participating in the Experience.

6. INSURANCE AND INDEMNIFICATION.

- a) Insurance of School. FIU shall, at all times during the term of this Agreement, maintain occurrence-based, self-insurance policy as applicable. Notwithstanding the foregoing, FIU is a political subdivision of the State of Florida and is therefore, entitled to sovereign immunity as detailed in Section 768.28, Florida Statute. Self-Insurance shall be provided pursuant to the authority of Section 1004.24, Florida

Statutes and BOG Regulation 10.001. To the extent that the State of Florida, on behalf of the Board of Governors and the University Board of Trustees (“FIUBOT”), has partially waived its immunity to tort claims and is vicariously responsible for the negligent acts and omissions of its employees and agents as prescribed by Section 768.28, Florida Statutes, FIUBOT is protected for a claim or judgment by any one person in a sum not exceeding Two Hundred Thousand Dollars (\$200,000) and for total claims or judgments arising out of the same incident or occurrence in a total not exceeding Three Hundred Thousand Dollars (\$300,000). While in the course and scope of an approved FIUBOT course of study or training program and when no subject to the immunity as described in section 768.28, Florida Statutes, students of University are protected against claims and actions which arise from their negligent acts or omissions by occurrence-based professional and patient general liability insurance coverage through the FIU Self-Insurance Program in amounts not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

- b) Insurance of Facility. Facility agrees that it shall maintain general and professional liability insurance for itself and its employees, with a single limit of no less than \$1,000,000 per claim and \$3,000,000 in the annual aggregate. Facility further warrants that it will keep such professional liability insurance in full force and effect to respond to any claims arising out of the actions of the Facility and its employees during the Term of this Agreement and for the two (2) year period immediately following the termination or expiration of this Agreement. A copy of this certificate of insurance will be provided to FIU upon request.
- c) Each Party’s Responsibility. Each party agrees to be (i) fully responsible for its acts of negligence or its employees’ acts of negligence when acting within the course and scope of their employment; and (ii) liable for any damages resulting from said negligence. As to FIU, the foregoing shall only be to the extent and within the limitations of Section 768.28, Florida Statutes, subject to the provision of that statute. Nothing herein shall be construed as making FIU responsible for any liability or claim arising out of the negligent performance or failure of performance of the other party or as a result of the negligence or failure of performance of any third party. Further, nothing contained herein shall be construed or interpreted as: i) denying FIU or other state or public entity any remedy or defense available under the laws of the State of Florida; ii) the consent of FIU to be sued; or iii) waiver of sovereign immunity of FIU beyond the waiver described herein and provided in Section 768.28, Florida Statutes.

7. MISCELLANEOUS.

- a) Assignments. This Agreement may not be assigned, either in whole or in part, to a third party without the prior written consent of the non-assigning party.
- b) Third Party Obligations. This Agreement is made solely for the benefit of the

Parties named in this Agreement, and is not intended to create rights or any cause of action in any third parties, including without limitation, the Students.

- c) Performance. A delay in or failure of performance of either Party that is caused by occurrences beyond the control of either party shall not constitute a default hereunder, or give rise to any claim for damages.
- d) Applicable Law. The validity, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Florida.
- e) Entirety of Agreement. This Agreement contains the entire Agreement between the Parties and supersedes all prior agreements and understandings, oral or written, with respect to the subject matter contained herein.
- f) Cooperation. A Party will reasonably cooperate with the other Party and its counsel in the defense of any claims against a Party in any way arising out of or connected with this Agreement. Such cooperation, including attendance at depositions, trials, conferences, and the rendering of written reports, will be at no expense to the Party not subject to the claim.
- g) Amendments and Modifications to Agreement. All amendments and modifications to this Agreement shall be made by written mutual consent of both Parties.
- h) Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- i) Notices. All notices under this Agreement shall be in writing and delivered by personal delivery; United States mail, certified, return receipt requested; or a nationally recognized overnight courier service with tracking requested. Such notices shall be delivered to the following:

Facility Representative:

Attn: _____

FIU Representative:

The Florida International University
11200 SW 8th Street, _____
Miami, Florida 33199
Attn: _____

- j) Authority. Each signatory to this Agreement personally represents that, to the best

of his/her knowledge, he/she has authority to legally bind his/her respective party to this Agreement. The signatories are not otherwise parties to this Agreement, except as elsewhere set forth in this Agreement.

- k) The parties agree not to discriminate on the basis of race, color, religion, age, gender, national origin, marital status, disability, sexual orientation, or any factor protected by law.
- l) Invalidity. The invalidity or unenforceability of a particular provision of this Agreement shall not affect the other provisions hereof, and the Agreement shall be construed in all respects as if such valid or unenforceable provisions were omitted.

IN WITNESS WHEREOF, the Parties, through their respective authorized representatives, have executed this Agreement as of the Effective Date.

THE FLORIDA INTERNATIONAL
UNIVERSITY BOARD OF TRUSTEES

By: _____

Date of Signature: _____

By: _____

—
Elizabeth M. Bejar, Ph.D.
Provost, Executive Vice President and
COO

Date of Signature: _____

[FOR INTERNATIONAL PROGRAMS ONLY]

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 SW 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(s) of UNIVERSITY obtain clinical experience (observation only) at INSTITUTION; and

WHEREAS, INSTITUTION is offering to provide said clinical experience (**observation only for UNIVERSITY students**) 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 available to UNIVERSITY in order to provide clinical experience (observation only) for UNIVERSITY students:

Emergency out-patient treatment, if available, in case of accident or illness to students while at INSTITUTION for clinical experience. INSTITUTION shall not bear the cost of the emergency out-patient treatment.

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 thirty (30) 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'S Department, through its faculty, maintains its responsibility for the academic instruction and academic supervision of students assigned to INSTITUTION; however, INSTITUTION shall assign a staff member to provide on-site instruction (observation only) and to provide on-site supervision of the UNIVERSITY's students.

(1) On-site instruction (observation only – UNIVERSITY students) will be pertinent to the clinical objectives stated in the course syllabus.

(2) A copy of the clinical objectives is attached to this Agreement.

(3) INSTITUTION shall assist UNIVERSITY in the evaluation of students assigned for clinical experience.

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__. Either party hereto may terminate this Agreement at any time by giving to the other party notice in writing at least sixty (60) days prior to the intended termination date; provided, however, that all students enrolled in the clinical training program at INSTITUTION at the time of the notice of termination shall be given the opportunity to complete their clinical 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



MEMORANDUM OF COOPERATION FOR INTERNSHIP PLACEMENT

The Florida International University Board of Trustees (FIU) and [REDACTED] (Company) will cooperate in the educational preparation of Students to promote excellence in the field of studies, to ensure professional competence, to assure the availability of trained professionals to the community, and to provide maximum utilization of community resources. The Student named below will participate in experiential learning provided by the Company as part of an internship course. This memorandum establishes guidelines pursuant to which the Company shall provide access to a professional experience and training related to the Student's program of study in [REDACTED] (Program) in the Department of [REDACTED] (Department). The experience under this agreement will be for one semester, starting [REDACTED] and ending [REDACTED]. A new letter of agreement must be obtained for additional semesters.

Location where the Student will work: [REDACTED]

Student's work schedule: [REDACTED]

The Company agrees to:

- Provide the Student an orientation of the Company's facilities, policies, and procedures, including without limitation policies that relate to the Company's confidentiality and other requirements.
- Provide the Student with meaningful work experience related to the Student's Program. Activities that do not constitute a meaningful work experience include but are not limited to clerical work (making copies, filling, organizing, etc.), making coffee, running errands, and tasks not related to Students' Program of study. The Student may not be assigned to these activities as part of their regular duties with the Company.
- Provide the Program information needed to determine the Student's grade in the course, which may include a student evaluation survey.
- Provide resources to support the Student in the completion of assigned duties/tasks.
- Provide supervision of the Student's work and feedback to aid in the Student's professional development.
- Be responsible for determining if the Student meets screening or other eligibility requirements.
- By accepting an FIU student intern, the Company agrees to the University's standard requirements attached to this letter titled FIU Student Internship Program Requirements (Requirements).

The Student agrees to:

- Follow Company policies and rules.
- Fulfill responsibilities assigned by the Company, including the work schedule above.
- Adhere to the FIU Student Code of Conduct at all time.
- Report to the Program any concerns during the internship experience.
- Complete an Internship Experience survey.

**** SIGNATURES ON THE FOLLOWING PAGE****

By signing below the parties agree to the terms of this Memorandum of Cooperation.

THE FLORIDA INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES:

_____ Elizabeth M. Bejar, Ph.D. Provost, Executive Vice President, and Chief Operating Officer	_____ Date
---	---------------

_____ Name Dean, _____	_____ Date
------------------------------	---------------

Approved as to Form and Legal Sufficiency

_____ Rafael G. Prohias Deputy General Counsel	_____ Date
--	---------------

STUDENT:

_____ Name Panther ID: _____	_____ Date
------------------------------------	---------------

COMPANY:

_____ Company Internship Manager/Supervisor Email Address	_____ Date
---	---------------

THE FLORIDA INTERNATIONAL UNIVERSITY 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 an eligible student for an 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. Payment to Student. If the student will be receiving a paid internship, the Site agrees to comply with federal and state laws regarding minimum wages and overtime pay. If the Internship is to be without compensation, the Site agrees to comply with the U.S. Department of Labor Wage and Hour Fact Sheet#71 regarding the test for unpaid interns and students.
<https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>
7. Student Records. The University shall maintain all student education 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/work space, 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. 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. 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. 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 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. 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, veteran status, or any other legally protected 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. 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 shall be bound by the acts or conduct of the other.

FLORIDA INTERNATIONAL UNIVERSITY
College of Arts, Sciences & Education
Department of Psychology

Course Syllabus

Course Number & Title: PSY 4941, Independent Field Experience

Semester/Year: Fall 2016

Class Days: Various

Class Times: Various

Building & Room: Off-Campus

Instructor:

Office hours:

Telephone:

E-Mail:

Prerequisite: EAB 3002, Introduction to the Experimental Analysis of Behavior, Permission of the Instructor

Course Descriptions:

This course provides students with internship experience in behavior analysis. The experience will consist of direct and indirect hours, including but not limited to: conducting preference and reinforcer assessments, identifying or assisting with the identification of target behaviors and treatment goals, running discrete trial behavior programs, implementing behavior reduction and skill acquisition programs not based on discrete trials, collecting and graphing data, developing or assisting with the development of behavior analytic programs.

Textbook & Assigned Readings:

No textbook is required for this course. Readings may be assigned by the internship site, in which case access to the reading materials will be provided by the site.

Internship Supervision:

Students will work directly with clients and/or research participants, under the supervision of a Board Certified Behavior Analyst, as required by the Behavior Analyst Certification Board®. Internship supervision will be conducted in accordance with the requirements of the Behavior Analyst Certification Board®.

Learning Objectives:

Students will learn and practice behavior analysis skills, techniques and procedures including, but not limited to, assisting with and/or conducting:

1. behavior analytic assessment methods
2. data collection and evaluation
3. manipulation of motivating operations
4. discrete-trials training
5. prompting and redirection
6. differential reinforcement

Course Expectations:

Students are expected to:

1. Display professional conduct at all times
2. Adhere to the FIU Student Code of Conduct
3. Adhere to the BACB Professional and Ethical Compliance Code for Behavior Analysts, found at the following link: <http://bacb.com/wp-content/uploads/2016/03/160321-compliance-code-english.pdf>
4. Follow all policies and procedures of the internship setting
5. Seek guidance and assistance when needed
6. Meet with the internship supervisor for individual and group supervision as required
7. Fulfill the requirements of the internship contract and complete all course requirements

Internship Performance Evaluation: A internship supervisor will evaluate each student's performance in the following areas:

1. Attendance and participation in trainings and meetings (10 points)
2. Following the rules, policies and requirements of the site and internship experience (10 points)
3. Interaction with clients, parents, and staff (10 points)
4. Implementing programs and procedures (10 points)
5. Data collection and graphing (10 points)

Final Grade:

Students will earn up to 50 points for the performance indicators above. A Pass or Fail grade will be assigned according to the scale below.

Grading Scale:

Pass = 100% - 70% (50-35 points)

Fail = below 70% (below 35 points)

Other Important Information:

- Please see the FIU policies on academic honesty at https://ugrad.fiu.edu/academic_misconduct/Pages/Home.aspx
- The last day to drop with a DR grade is Monday, July 25th
- Information on the University's Code of Academic Integrity is available at: <http://academic.fiu.edu/AcademicBudget/misconductweb/2codeofacainteg.htm>
- Information on the University's policies on sexual harassment, and religious holidays are available at: <http://academic.fiu.edu/>

NOTE: If you are a student with a disability that will need accommodations in an internship/internship setting, please contact the Disability Resource Center at 305-348-3532 as soon as you are aware of your need or BEFORE finalizing any internship/internship plans.

CASE Internships Site Profile

Start of Block: Default Question Block

Q1 The College of Arts, Sciences & Education at Florida International University offers various opportunities for students to earn credit through internships. Students can earn real-life hands-on experience to add to their resumes while also making progress towards their degree. We're excited to partner with you in creating your company profile for our internship-for-credit searchable database.

Please click Next Page to access the electronic form to set up your company profile. If your company offers multiple internship opportunities, the form allows you to detail each one separately.

Q2 Company Information

Q3 Company Name

Q4 Company Website



Q5 Company Phone Number

Q6 Company Description (Enter a brief description of the company, including mission, values, and main areas of focus.)

Q7 Company Industry (Select all that apply.)

- ☐ Academic and Research
- ☐ Agriculture, Forestry, Fishing, and Hunting
- ☐ Arts, Entertainment, and Recreation
- ☐ Chemical Manufacturing
- ☐ Data Analytics, Processing, Hosting, and Related Services
- ☐ Education
- ☐ Educational Services
- ☐ Energy and Utility
- ☐ Engineering and Technology
- ☐ Finance and Insurance
- ☐ Food and Beverage
- ☐ Forensic Science
- ☐ Government
- ☐ Health Care
- ☐ Human Resources and Organizational Development
- ☐ Law
- ☐ Manufacturing
- ☐ Marine Science and Conservation

- ☐ Marketing and Communications
 - ☐ Museums, Historical Sites, and Similar Institutions
 - ☐ Nonprofit and Community Organizations
 - ☐ National Parks and Wildlife Services
 - ☐ Nursing and Residential Care
 - ☐ Pharmaceutical and Biotech
 - ☐ Professional and Business Services
 - ☐ Publishing and Media
 - ☐ Religious, Grant-making, Civic, Professional and Similar Organizations
 - ☐ Social Work and Counseling
 - ☐ Sports Management
 - ☐ Sustainability and Environment
 - ☐ Telecommunications
 - ☐ Tourism, Leisure and Hospitality
 - ☐ Transportation
 - ☐ Urban Planning and Development
 - ☐ Other _____
-

Q8 Company Internship Coordinator Name

Q9 Company Internship Coordinator Title/Position



Q10 Company Internship Coordinator Email

Q11 Company Internship Coordinator Phone Number

End of Block: Default Question Block

Start of Block: Internship Details

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q12 Internship Details

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q13 Internship Title

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q14 Department/Team (if applicable)

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q15 Internship Description (Provide an overview and the objectives of the internship.)

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q16 Internship Responsibilities (Provide details about the duties and projects for which the student will be responsible.)

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q17 Internship Training (Will there be any training related to this internship?)

☐ Yes

☐ No

Display This Question:

If Internship Training (Will there be any training related to this internship?) = Yes

And If

Loop all: Is there another internship opportunity with your company? != No

Q18 Please provide the list of training that the student will receive through this internship.

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q19 Semester(s) Internship is Available (Select all that apply.)

☐

Fall (Aug. - Dec.)

☐

Summer (May - Aug.)

☐

Spring (Jan. - May)

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q20 Internship Duration (Include start and end dates or indicate if flexible. Students will be enrolled in an academic course and will earn credit during the semester in which they are enrolled.)

Page Break

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q21 The internship will be:

- ☐ In-Person
- ☐ Remote
- ☐ Hybrid

Display This Question:

If The internship will be = In-Person

Or If

The internship will be = Hybrid

And If

Loop all: Is there another internship opportunity with your company? != No

Q22 Location (Please enter the address of the work site where the student will be completing the internship hours.)

Display This Question:

If The internship will be = In-Person

Or If

The internship will be = Hybrid

And If

Loop all: Is there another internship opportunity with your company? != No

Q23 Work Environment: Where will students perform their daily tasks? (Select all that apply.)

☐

Lab

☐

Field

☐

Office

☐

Other _____

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q24 Number of Days/Hours Per Week:

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q25 Are there any requirements related to work schedule?

☐ Yes

☐ No

Display This Question:

If Loop current: Are there any requirements related to work schedule? = Yes

And If

Loop all: Is there another internship opportunity with your company? != No

Q26 Please provide detailed information regarding requirements related to the work schedule. Include the number of hours a day and/or specific hours or days of the week if applicable.

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q27 Compensation. Please enter amount in the text field if applicable.

- ☐ Paid

- ☐ Unpaid
- ☐ Stipend

- ☐ Scholarship

- ☐ Other

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q28 Is housing provided through this internship?

☐ No

☐ Yes

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q29 Site Supervision and Mentorship (Describe the supervision and/or mentorship that will be provided.)

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q30 Provide the name, title, and email of the direct internship supervisor/mentor.

☐ Supervisor/Mentor Name _____

☐ Supervisor/Mentor Title _____

☐ Supervisor/Mentor Email _____

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q31 Qualifications

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q32 Required Skills/Experience (List specific skills or experience required for the internship.)

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q33 Preferred Skills/Experience: (List any additional skills or experience that would be beneficial.)

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q34 Academic Requirements:

- ☐ Have an associate degree or have completed 60 semester hours
- ☐ Be enrolled in a bachelor's degree program
- ☐ Be enrolled in a graduate program
- ☐ None
- ☐ Other _____

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q35 Accepted Majors/Field of Study (Select all that apply.)

- ☐ All Majors
- ☐ Behavioral Neuroscience
- ☐ Biochemistry
- ☐ Biological Sciences
- ☐ Chemistry
- ☐ Chemistry: Environmental Chemistry
- ☐ Chemistry: Forensic Chemistry
- ☐ Earth Science
- ☐ English
- ☐ Environmental Studies
- ☐ Geosciences
- ☐ Interdisciplinary Studies
- ☐ Liberal Studies
- ☐ Marine Biology
- ☐ Mathematical Sciences: Mathematics
- ☐ Mathematical Sciences: Statistics
- ☐ Natural and Applied Sciences
- ☐ Philosophy

- ☐ Physics
 - ☐ Physics: Biophysics
 - ☐ Physics: Business
 - ☐ Physics: Engineering
 - ☐ Physics: Entrepreneurship
 - ☐ Physics: Health Physics
 - ☐ Psychology
 - ☐ Recreation and Sport Management
 - ☐ Rehabilitation and Recreational Therapy
 - ☐ Sustainability and Environment
 - ☐ Women's and Gender Studies
 - ☐ Other _____
-

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q36 Is this internship opportunity renewable beyond one semester?

☐ Yes

☐ No

Display This Question:

If Is this internship opportunity renewable beyond one semester? = Yes

And If

Loop all: Is there another internship opportunity with your company? != No

Q37 What is your renewal policy?

Display This Question:

If Loop all: Is there another internship opportunity with your company? != No

Q38 Is there another internship opportunity with your company?

☐ Yes

☐ No

End of Block: Internship Details

Start of Block: Application Process

Q39 Application Process

Q40 How to Apply (Include application instructions and necessary documents, e.g., resume, cover letter, and where to submit applications.)

Q41 Is the contact person for applications the same as the internship coordinator?

☐ Yes

☐ No

Display This Question:

If Is the contact person for applications the same as the internship coordinator? = No

Q42 Contact Information for Applications

☐ Name

☐ Position

☐ Email

☐ Telephone Number

Q43 Is there an application deadline? If yes, please enter the deadline in the text field.

☐ Yes _____

☐ No

Q44 Are internships at your company available to non-U.S. citizens?

☐ Yes

☐ No

Display This Question:

If Are internships at your company available to non-U.S. citizens? = Yes

Q45 Please select the eligibility requirements. (Select all that apply)

☐

U.S. Citizenship

☐

Legal Permanent Resident

☐

Student Visa

☐

Work Authorization

☐

Other _____

End of Block: Application Process

Q1 You are completing this form because you have secured an internship at a community-based site and wish to enroll in an internship course. Once submitted, the internship faculty liaison from your academic unit will contact you to guide you through the next steps. Please be sure to upload both your unofficial transcript and the internship offer letter from your host site before submitting this request.

Q2 First Name

Q3 Last Name

Q4 Panther ID

Q5 FIU Email

Q6 Phone Number

Q7 Please select the internship course you are seeking to enroll in. If your course is not listed, please select "Other" and enter the course prefix and number (e.g., PSY 4941) in the space provided.

☐ BSC 3941

☐ CHM 3949

☐ ENG 4949

☐ EVR 4941

☐ FIL 4940

☐ GLY 4947

☐ IDS 3949

☐ IDS 4949

☐ MAT 4943

☐ MET 4941

☐ PHI 4945

☐ PHY 3941

☐ PSC 3941

☐ PSY 4940

☐ PSY 4941

☐ WST 4940

☐ Other _____

Q8 Please enter the number of credits you plan to enroll in as a numerical value.

Q9 Is this internship related to a specific area within your major? If so, please select "Yes" and enter the specialty area in the space provided.

☐ Yes _____

☐ No

Q10 Please select your anticipated graduation semester and enter the year.

☐ Fall _____

☐ Spring _____

☐ Summer _____

Q11 Please select your desired semester for this internship and enter the year.

☐ Fall _____

☐ Spring _____

☐ Summer _____

Q12 Name of Organization

Q13 Organization Address

☐ Address Line 1 _____

☐ Address Line 2 _____

☐ City _____

☐ State _____

☐ Zip Code _____

Q14 Organization Website (Enter None if the organization does not have a website).

Q15 Name of Internship Site Supervisor

Q16 Supervisor's Position in the Organization

Q17 Supervisor's Email Address

Q18 Supervisor's Phone Number

Q19 Is your supervisor a family member?

☐ Yes

☐ No

Q20 Intern Job Title

Q21 Internship Duration

☐ Start Date (mm/dd/yyyy) _____

☐ End Date (mm/dd/yyyy) _____

☐ Average hours per week you will be working _____

☐ For how many weeks _____

Q22 Are you currently employed with the organization?

☐ Yes

☐ No

Display This Question:

If Are you currently employed with the organization? = Yes

Q23 Is your current employment with the organization temporary?

☐ Yes

☐ No

Display This Question:

If Is your current employment with the organization temporary? = Yes

Q24 Please enter the end date of your current employment with the organization (mm/dd/yyyy).

Q25 Do you or a family member own the company or organization?

☐ Yes

☐ No

Q26 Internship Modality

☐ In Person

☐ Hybrid

☐ Remote

Q27 Internship Type

☐ Paid

☐ Unpaid

Q28 Description of Organization/Company (Provide an overview of the organization/company you will be working for. What type of company is this? What services do they provide?)

Q29 Internship Description and Responsibilities (Provide details about the duties for which you will be responsible.)

Q30 Please upload your unofficial transcript.

Q31 Please upload your internship offer letter from the company or organization as a Word or PDF file.

Internship Agreement

Student information

Student First and Last Name:

Panther ID:

Address:

FIU Email:

Phone:

Major:

Time Schedule

Semester:

Year:

Start Date:

End Date:

Hours per Week:

Internship Course:

Number of Credits:

Internship Provider

Company/Organization Name:

Address:

Internship Supervisor Name:

Internship Supervisor Title:

Internship Supervisor Email:

Internship Supervisor Phone Number:

Type of Internship

Paid _____

Unpaid _____

Student Responsibilities

- Follow the internship guidelines described in the CASE Internships Student Handbook.
- Adhere to the responsibilities outlined in the Internship Agreement.
- Meet the minimum hour requirement per your Internship Agreement.
- Maintain professionalism and abide by FIU's Student Code of Conduct.
- Regularly communicate with your on-site supervisor and internship instructor.
- Complete all academic requirements outlined in the internship course syllabus.
- Report concerns or problems with the internship placement to the internship instructor as soon as possible.
- Complete the end-of-semester internship experience survey.

Internship Site Responsibilities

- Provide students with meaningful work experience related to their classroom learning.
- Provide adequate supervision of the student while s/he is working as needed.
- Provide regular and productive feedback to the student to facilitate their professional growth.
- Communicate concerns or problems with a student to the internship instructor as needed.
- Complete a final evaluation of the student's performance at the end of the semester.

Internship Description: In this section, the intern will provide a brief overview of the internship.

Internship Learning Objectives: In this section, the intern will list at least three professional skills related to their academic studies that they intend to develop during the internship.

Intern Responsibilities: In this section, the intern will list the internship duties and responsibilities.

Internship Supervisor Responsibilities: In this section, the site supervisor will describe the on-site supervision and support they will provide to the student, workplace expectations and policies the intern must follow, and any other participation requirements.



I have read and agree to the terms of the agreement above.

This agreement is valid for one academic year—fall, spring, and summer—if the student enrolls in consecutive semesters and the terms above do not change.

Required Signatures

Student	Signature	Date
---------	-----------	------

Internship Instructor	Signature	Date
-----------------------	-----------	------

Internship Supervisor Name	Signature	Date
----------------------------	-----------	------

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 _____

_____ (Course Name & Number)
for the _____, 20__ semester and all fieldwork activities related thereto (which include internships) from _____
through _____.

I agree and acknowledge that participation in the fieldwork to take place in _____ 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 Governors, 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 fieldwork 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.

The risk to have contact with individuals who have been exposed to and/or have been diagnosed with one or more communicable diseases, including but not limited to COVID-19 or other medical conditions or diseases does exist, and it is impossible to eliminate the risk that I could be exposed to and/or become infected through contact with or close proximity with an individual with a communicable disease. I knowingly and voluntarily assume all risks related to exposure to COVID-19 or other medical conditions or diseases.

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 fieldwork.

Signature Date

Print Name

Address

City, State and Zip