

AFFILIATION AGREEMENT

This Affiliation Agreement is entered into as of _____, 20__ (the “Effective Date”), by University of South Florida Board of Trustees, a public body corporate, for its **USF College of Arts & Sciences Internship Program** (“USF”) and _____ (the Internship Site).

The term of this Agreement is five years, beginning on the Effective Date. This Agreement may be renewed by written agreement of the parties. To revise or modify this Agreement, both parties must sign a written amendment.

1. The purpose of this Agreement is to establish an affiliation between USF and the Internship Site to provide an educational experience for USF College of Arts & Sciences students.
2. The USF student and the Internship Site will agree on a schedule for student participation at the Internship Site that meets the departmental requirements.
3. The student’s participation should complement the service and educational activities of the Internship Site. Students will not be used in place of professional or staff personnel.
4. Each student is expected to perform with high standards at all times and comply with all written policies and regulations of the Internship Site. The Internship Site will notify the students of the policies that apply.
5. Either the Internship Site or USF may require withdrawal or dismissal from participation at the Internship Site of any student whose performance record or conduct does not justify continuance.
6. Neither USF nor the Internship Site is obligated to provide for the student’s transportation to and from the Internship Site or for health insurance for the student.
7. USF and the Internship Site will comply with all applicable state and federal laws, rules, regulations, and executive orders governing nondiscrimination, equal opportunity employment, immigration, fair labor standards, and affirmative action.
8. A meeting, email, or telephone conference between representatives of USF and the Internship Site will occur at least once each semester to evaluate the educational program and review this Agreement.
9. Statements of performance objectives for this educational experience will be the joint responsibility of the USF student and Internship Site personnel.



10. Each student must adhere to the Internship Site's established dress and performance standards, and to the Internship Site's established policies and procedures.

11. The Internship Site agrees to submit to USF an evaluation of each student's progress. The format for the evaluation is established by the USF academic department in consultation with the Internship Site.

12. USF will provide an administrative framework and a teaching faculty adequate in number, qualifications and competence to develop and carry forward its instruction and supervision.

13. Insurance:

13.1. Student Liability Insurance: Unless USF confirms that Internship Site is a not for profit entity and the student is a volunteer as defined by Florida Statute 768.1355, USF shall advise all students that they must obtain and be ready to provide proof of professional liability and comprehensive general liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Three Millions Dollars (\$3,000,000) annual aggregate, either through a College purchased policy or an individual policy. A copy of the policy or certificate will be provided upon request.

13.2. Personal Health Insurance and Emergency Care: It is the student's responsibility to pay for any personal healthcare or emergency care and USF will advise all students that they must have health insurance and they may be required to show proof of the insurance upon request.

13.3. University Liability Insurance: USF is an institution of the State of Florida, and its "self-insurance" limitations are provided by law. USF is provided with comprehensive general liability insurance with limits of coverage of \$200,000 per person, \$300,000 per occurrence, pursuant to the terms and limitations of Florida Statutes, Section 768.28 and Florida Statutes, Chapter 284 Part II.

13.4. Negligence. Each party shall be responsible for its own wrongful or negligent acts or omissions or those of its officers, agents, interns, or employees to the full extent allowed by law.

14. To the extent the Internship Site generates or maintains educational records related to the participating Students, the Internship Site agrees to comply with the Federal Family Educational Rights and Privacy Act ("FERPA"), to the same extent as such laws and regulations apply to USF and shall limit access to only those employees or agents with a need to know. For the purposes of this Agreement, pursuant to FERPA, USF hereby designated Internship Site as a school official with a legitimate educational interest in the educational records of the participating Student(s) to the extent that access to USF's records is required by Internship Site to carry out the Experience.



15. Governing Law. This Agreement has been entered in the State of Florida and shall be construed in accordance with the laws of the State of Florida.

16. If interns are to be involved in vertebrate animal use, including field research studies, all vertebrate animal use must first be approved by an IACUC, and all involved personnel must be certified by the IACUC as qualified for their involvement.

UNIVERSITY OF SOUTH FLORIDA BOARD OF TRUSTEES

INTERNSHIP SITE

By _____

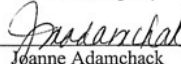
By _____

Title: Dean

Title:

College: Arts & Sciences

Site Name:

Approved as to Form and Legality  Joanne Adamchack Attorney - USF
--