



POS 4945 - INTERNSHIP / FIELD EXPERIENCE

PLACEMENT AGENCY FORM

The Political Science and Public Administration Department seeks internships that offer students practical experience in politics, public administration, nonprofit management or law. Students are expected to work on substantive issues and complete a reaction paper along with a description of a major project that the intern completed for the agency. In many instances, students perform research on a policy or legal issue for the agency. To receive credit, the student is to work 150 hours during the semester.

At the end of the internship, the student must provide the following:

- 1) An evaluation letter from their supervisor.
- 2) A written description and analysis of the work performed for the agency.
- 3) An example of a major project the intern completed for the agency.

THIS FORM TO BE COMPLETED BY AGENCY, INDIVIDUAL OR ENTITY OFFERING INTERNSHIP.

Name of Intern

Term

Name of Agency

Address

Phone Number

E-mail

Name of Intern's Supervisor

Supervisor Phone Number

Supervisor E-mail

What type of activity or research will the intern be performing?

How many hours a week will the intern be working?
(for academic credit, student must work no less than 150 hours per semester)

Faculty Contact at UNF

Faculty Name

Faculty Phone Number

LIABILITY

A. Without waiving any defenses to which they could avail themselves in case of litigation, the Agency and the University agree to be liable to the extent provided by law for the acts/omissions of their respective officers, employees, and agents. All medical or health care (emergency or otherwise) that a student or faculty member receives at the Agency will be at the expense of the individual involved. Agency will however assist students in the event of a medical emergency to receive appropriate and necessary care. The University's students or faculty members will not be considered to be an employee of the Agency, and will not be entitled to workers' compensation under the Agency's coverage, or health care insurance under the plan provided by the Agency for its employees, to other benefit programs of Agency, unless agreed upon prior to the start of the internship.

B. The University does hereby acknowledge and agree that it is an independent contractor. In discharging its duties and responsibilities pursuant to this Agreement, the University shall exercise due and reasonable care and shall comply with all assurances contained therein.

C. The University recognizes and restates its liability for certain damages, which might arise out of the acts or omissions of the University, its officers, employees and agents to the extent and limit provided in 768.28, Florida Statutes, the State of Florida's partial waiver of sovereign immunity; provided, however this provision shall not be construed as a waiver of any right or defense that the University may have against any claim that the Agency might bring under this provision.

Obligations of the Agency and the University Regarding the University's Students. The Agency and the University agree to do the following:

A. Students participating in the Practicum must be acceptable to the Agency and to the University. Accordingly, Agency staff will have the opportunity to screen the prospective students in advance of the students beginning the Practicum and will have the right of refusal if the student seems unsuitable.

B. Assignments for students will be planned cooperatively by University faculty and the supervisory staff at the Agency.

C. Faculty, supervisory staff, and students will work together to maintain an environment, which provides quality client services and quality student learning. If students are concerned about interactions with agency staff, they have the opportunity to discuss their concerns with their faculty contact.

Confidentiality. The University is required to comply with federal and state privacy laws, such as the Family Educational Rights Privacy Act (FERPA), regarding student's educational records. To the extent that the Agency maintains records regarding the student's educational experience, such as attendance data and field observations and ratings, the Agency agrees that it shall not release, except to the University or its agents or employees, such educational and personal information contained therein, without the written consent of the student or as otherwise provided by law.

Signature of Supervisor

Date

Please mail or fax to:

Internships

UNF Political Science & Public Administration

1 UNF Drive,

Jacksonville, FL 32224-7699

904-620-2977 (phone)

904-620-2979 (fax)

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