

HUMAN DEVELOPMENT AND FAMILY STUDIES

UNDERGRADUATE INTERNSHIP AFFILIATION AGREEMENT

This agreement is between The Pennsylvania State University, hereinafter called UNIVERSITY, and The School Board of Sarasota County, Florida, hereinafter called AFFILIATING INSTITUTION.

The purpose of this agreement is to define the roles and responsibilities of the UNIVERSITY and the AFFILIATING INSTITUTION in the undergraduate internship program of Human Development and Family Studies.

This agreement will be effective as of the date of last signature for the year commencing January 1 and ending December 31. Renewal of this agreement will be automatic each year unless either party submits written notification to the other of its intention not to renew; said notice must be given at least ninety days prior to the expiration of the contract.

Both parties understand that this agreement may be modified or revised through written amendments, by mutual consent.

JOINT RESPONSIBILITIES

1. The UNIVERSITY and the AFFILIATING INSTITUTION will enter into an Affiliation for the purpose of education and training undergraduate interns from the UNIVERSITY, within Human Development and Family Studies (HDFS).
2. Neither the UNIVERSITY nor the AFFILIATING INSTITUTION shall discriminate against any person because of age, ancestry, color, disability, handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status.
3. The program at the UNIVERSITY and the AFFILIATING INSTITUTION will meet the requirements of the Undergraduate Internship Program as described in the HDFS Internship Handbook.
4. The number of students, the program of education and training within the AFFILIATING INSTITUTION, and the scheduling of their education at the AFFILIATING INSTITUTION will be determined annually by mutual agreement between the AFFILIATING INSTITUTION and the UNIVERSITY.
5. The UNIVERSITY and the AFFILIATING INSTITUTION agree that students will be supervised by qualified field supervisors of the AFFILIATING INSTITUTION.
6. The UNIVERSITY and the AFFILIATING INSTITUTION will maintain confidentiality of patient records and student records.
7. Equipment owned by the UNIVERSITY and the AFFILIATING INSTITUTION will remain the property of each and the maintenance, repair, and replacement, whether for normal use or breakage, will remain the responsibility of each pertinent institution.

8. The UNIVERSITY is responsible for dismissal of a student for academic or disciplinary reasons, but the AFFILIATING INSTITUTION maintains the right to remove a student from fieldwork affiliation if the student does not comply with the safety, ethical, or treatment standards of the AFFILIATING INSTITUTION. In the event of a student's pending or immediate dismissal by the AFFILIATING INSTITUTION, the Academic Coordinator of The Internship Program at the INSTITUTION will determine jointly if and when such a student should be permitted to return to the AFFILIATING INSTITUTION.

RESPONSIBILITIES OF THE UNIVERSITY:

1. The UNIVERSITY will be approved by the Middle States Association of Colleges and Schools.
2. The UNIVERSITY will have control over all phases of the administration of the program, curriculum content, admission requirements, faculty appointments, evaluation, promotion and graduation, and all other pertinent matters that are internal to the UNIVERSITY. The UNIVERSITY will maintain the necessary academic records of the students.
3. The UNIVERSITY will employ an Academic Coordinator of The Internship Program for Human Development and Family Studies to coordinate field placements with students and field supervisors, to provide course information and objectives to field supervisors, and to assist in resolving problems and difficulties. The Coordinator will meet the qualifications prescribed by the UNIVERSITY as a member of the faculty.
4. The UNIVERSITY will assign students to the AFFILIATING INSTITUTION for their field placements in accordance with the UNIVERSITY calendar and the agreement reached on the capacity of the AFFILIATING INSTITUTION to accommodate students for the necessary training. The UNIVERSITY will assign students who have fulfilled prerequisites for field placements through completion of HDFS prerequisite classes with minimum of "C" level achievement.
5. The UNIVERSITY will notify students that they are to obtain prior written approval from the UNIVERSITY and AFFILIATING INSTITUTION before publishing any material relative to the fieldwork.

RESPONSIBILITIES OF THE AFFILIATING INSTITUTION:

1. The AFFILIATING INSTITUTION will make appropriate facilities available to the affiliating student.
2. The AFFILIATING INSTITUTION will orient the students to the field site.
3. The AFFILIATING INSTITUTION will advise students if they are responsible for obtaining professional liability insurance and/or health insurance prior to beginning their field placements. Students shall provide evidence of such insurance on request of the AFFILIATING INSTITUTION.
4. Prior to going on to school grounds while students are present, any student assigned by UNIVERSITY to the AFFILIATING INSTITUTION will be fingerprinted and have his/her

background checked as provided by Florida law. The student will coordinate with the AFFILIATING INSTITUTION to arrange a mutually convenient time for the AFFILIATING INSTITUTION to conduct the fingerprinting, at the student’s expense. The AFFILIATING INSTITUTION has the right to reject any student access to its property in the event the student’s background check does not meet the requirements established by the AFFILIATING INSTITUTION pursuant to Florida law.

- 5. The AFFILIATING INSTITUTION will provide appropriate instruction and supervision of the students by qualified personnel who meet the standards of recognized professional accrediting agencies and the objectives of the educational program. No tuition or fee will be charged to the students by the AFFILIATING INSTITUTION.
- 6. The AFFILIATING INSTITUTION will permit students and the UNIVERSITY faculty to use the cafeteria, dormitory, laundry, and parking facilities, if available, at the same rate of charges as for employees.
- 7. The AFFILIATING INSTITUTION agrees to submit to the UNIVERSITY an evaluation of each student’s performance during the fieldwork experience, and according to the format established by the UNIVERSITY. Any provisions not included in this agreement are to be subject to agreement between the UNIVERSITY and the appropriate administrative official of the AFFILIATING INSTITUTION.
- 8. Neither party shall be responsible for liability incurred as a result of the other party’s acts or omissions in connection with this Agreement. UNIVERSITY shall indemnify and hold harmless the AFFILIATING INSTITUTION and its employees and agents against any liabilities, claims, damages and expenses, including reasonable attorney’s fees, relating to or arising out of any act or omission of UNIVERSITY or its agents under this Agreement. This provision shall survive termination of this Agreement and is not intended to and shall not be construed to waive any sovereign immunity to which UNIVERSITY or AFFILIATING INSTITUTION may be entitled.
- 9. This Agreement shall be governed and construed in accordance with the laws of the State of Florida, and the sole and exclusive jurisdiction for any action shall be in the Twelfth Judicial Circuit Court in and for Sarasota County, Florida.

Officials signing the agreement for the participating institutions:

The Pennsylvania State University

The School Board of Sarasota County, Florida

Authorized University Signature

Affiliating Institution Signature

Printed Name & Title

Printed Name & Title

Date

Date