

University of Florida  
Memorandum of Understanding Between

The University of Florida

And

Practicum Site: \_\_\_\_\_

Site Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Please mail or hand-deliver a hard copy or email a scanned copy of this form once approved to the contact below.

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This memorandum identifies the rights and responsibilities of the University of Florida, College of Agricultural and Life Sciences, Department of Family, Youth and Community Sciences, and the agency/organization/school that intends to utilize University of Florida student volunteers, herein called the Practicum Site.

1. The Practicum Site shall

- Work with the Department of Family, Youth and Community Sciences in the development and monitoring of volunteer's assignments.
- Interview student volunteers before placement. These can be individual, group or telephone interviews.
- Help students keep a record of their Practicum hours to be reported to the Department of Family, Youth and Community Sciences. Provide on-the-job training, direction, and supervision to all volunteers working with the Practicum Site.
- Confer regularly with the Department of Family, Youth and Community Sciences to assess the program and placement process.
- Designate a coordinator to serve as a liaison with the Department of Family, Youth and Community Sciences.
- Undertake reasonable measures to ensure the safety of the working environment for volunteers, including, but not limited to, restricting student volunteer work assignments at the site to daylight hours.
- Provide all student volunteers the same protection against liability arising in connection with their assignments and associated projects as is provided to the Practicum Site's full-time volunteers. Such protection includes, but is not limited to, coverage for student volunteers under the Practicum Site's comprehensive general liability insurance policies.
- Maintain at all times volunteer worker's specified hazard insurance, with limits equivalent to Florida's statutory worker's compensation insurance limits.

By initialing this box (SITE), the practicum site acknowledges that their current insurance policy does not cover volunteers.

By initialing this box (STUDENT), the student volunteer assumes all liability and risks and acknowledges that they have been made aware of this requirement by the practicum site.

By initialing this box (SITE), the practicum site acknowledges their responsibility for minimizing risks to the volunteer if insurance coverage is not provided through the site.

2. The Department of Family, Youth and Community Sciences shall

- Enroll student volunteers in the associated course (FYC 4941) to receive credit for hours completed at Practicum site.
- Provide student volunteers with information on previously utilized Practicum Sites for potential placement opportunities.
- Periodically monitor project activities at the Practicum Site to assess and/or discuss the needs of volunteers at the project.
- Provide recruiting opportunities and networking events for Practicum Site supervisors.
- Facilitate and review volunteer placements and verifications.

3. Other

- *Independent Contractors:* It is understood and agreed that the Department of Family, Youth and Community Sciences and the Practicum Site are independent contractors with one another. Neither the Department of Family, Youth and Community Sciences nor the Practicum Site shall have supervision or control over the other's employees in the performance of their employment responsibilities. The Department of Family, Youth and Community Sciences shall have no supervision or control over student volunteers in the performance of their responsibilities for the Practicum Site. Student volunteers placed with the Practicum Site shall be under the sole and exclusive control and direction of the Practicum Site while performing their volunteer responsibilities, and in no way shall they be deemed to be employees or agents of the Department of Family, Youth and Community Sciences.
- *Compensation:* The Department of Family, Youth and Community Sciences and the Practicum Site offer no financial compensation to each other or to student volunteers. Student volunteers remain liable for all tuition and fees for any courses in which they register. The Department of Family, Youth and Community Sciences assumes no responsibility for any accidents, injuries, or damages that may occur during the volunteer experience.
- *Separation from Practicum:* The Practicum Site may request the removal of a volunteer at any time. The Department of Family, Youth and Community Sciences may recall volunteers at any time. A volunteer may resign from his/her Practicum. Terms of removal from Practicum must be stated in writing.
- *Displacement of Employees:* The Department of Family, Youth and Community Sciences will not approve volunteers to any placement that would displace employed workers or impair contracts for services.
- *Prohibition of Discrimination:* The Department of Family, Youth and Community Sciences and the Practicum Site will actively comply with the provisions of Title VI of the Civil Rights Act of 1964.
- *Amendments:* This Memorandum of Understanding may be amended at any time in writing by concurrence of both parties.
- *Assignment:* This Memorandum of Understanding cannot be assigned by any party.
- *Notices:* All notices to be given under this Memorandum of Understanding shall be delivered in person or sent by first-class mail, hand-deliver, or email to the contact person(s) at the address listed below.
- *Choice of Laws and Venue:* This Memorandum of Understanding and any disputes hereunder shall be construed in accordance with the laws of the State of Florida, notwithstanding that State's choice of law provisions, and enforced in the courts of the State of Florida. The parties hereby agree that venue will be in Alachua County, Florida.
- *Integration and Separability Clause:* This Memorandum of Understanding sets forth the entire agreement of the parties and supersedes any and all prior agreements, arrangements, and understandings related to the subject matter. Any provisions of this Memorandum of Understanding that are contrary to, prohibited by, or invalid under applicable laws and regulations shall be deemed to be omitted from this document and shall not invalidate the remaining provisions.

Agreement good until terminated in writing by either party.

Practicum Site:

Agency/Organization/School Name: \_\_\_\_\_

Name and Position (must be Executive Director or equivalent)

Print: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University of Florida Provost Signature

Print: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_