

University of Florida
College of Agriculture and Life Sciences
Department of Family, Youth and Community Sciences
Memorandum of Understanding
Between

College of Agriculture and Life Sciences, The University of Florida

Please Return to:

The Department of Family, Youth and Community Sciences, fax or mail a copy of this form to:
Practicum Coordinator
3041 McCarty Hall D
352-273-3525
352-392-8196

And

Practicum Site:

Site Contact Person:

Address:

Phone:

Fax:

Email:

Website:

Please (Leave blank if none desired)

This memorandum identifies the rights and responsibilities of the University of Florida, College of Agricultural & Life Sciences, Department of Family, Youth and Community Sciences (FYCS) and the agency/organization/school that intends to utilize University of Florida student for the FYC 4941 Practicum Course, herein called the Practicum Site.

Note: If Agency has an existing MOU on file with the Center for Leadership and Service this form is not required.

1. The Practicum Site shall

- Work with FYCS in the development and monitoring of practicum student's assignments.
- Interview practicum student before placement. These can be group or telephone interviews.
- Help students keep a record of their practicum hours to be reported to FYCS.
- Provide on-the-job training, direction, and supervision to all practicum students working with the Practicum Site.
- Confer regularly with FYCS to assess the program and placement process.
- Undertake reasonable measures to ensure the safety of the working environment for the practicum student, including, but not limited to, restricting practicum student's work assignments at the site to daylight hours.
- Provide all practicum students 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 practicum students under the Practicum Site's comprehensive general liability insurance policies.
- Maintain at all times practicum students specified hazard insurance, with limits equivalent to Florida's statutory worker's compensation insurance limits.

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

- Recruit and enroll practicum students to be placed at practicum sites and projects
- Assist the Practicum Site on an as needed basis in the development of practicum placement, orientation, training, and other project related activities.

- Refer practicum students to the Practicum Site for placement upon the Practicum Site’s review and approval, and upon the practicum student’s acceptance of the practicum opportunity.
- Periodically monitor project activities at the Practicum Site to assess and/or discuss the needs of the practicum student at the project.
- Provide recruiting opportunities, orientations, and trainings to Practicum Site supervisors (on an as needed basis).
- Facilitate and review practicum student placements and verifications.

3. Other

- **Independent Contractors:** It is understood and agreed that FYCS and the Practicum Site are independent contractors with one another. Neither FYCS nor the Practicum Site shall have supervision or control over the other’s employees in the performance of their employment responsibilities. FYCS shall have no supervision or control over practicum students in the performance of their responsibilities for the Practicum Site. Practicum students placed with the Practicum Site shall be under the sole and exclusive control and direction of the Practicum Site while performing their practicum responsibilities, and in no way shall they be deemed to be employees or agents of FYCS.
- **Compensation:** FYCS and the Practicum Site offer no financial compensation to each other or to practicum students. Practicum students remain liable for all tuition and fees for any courses in which they register. FYCS assumes no responsibility for any accidents, injuries, or damages that may occur during the practicum experience.
- **Separation from Practicum:** The Practicum Site may request the removal of a practicum student at any time. FYCS may recall practicum students at any time. A practicum student may resign from his/her practicum. Terms of removal from the practicum must be stated in writing.
- **Displacement of Employees:** FYCS will not approve practicum students to any placement that would displace employed workers or impair contracts for services.
- **Prohibition of Discrimination:** FYCS 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, fax, or email to the contact persons and addresses listed above.
- **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.

Practicum Coordinator Signature, The Department of Family, Youth and Community Sciences:

Signature _____ Date _____

Practicum Site Signature:

Agency/Organization/School name – Please print.

Name and Position (must be Executive Director or equivalent) – Please print.

Signature _____ Date _____