Internship Employer Participation Agreement
University of West Florida

This Internship Agreement is entered into by and between the University of West Florida for and on behalf of the Board of Trustees of the University of West Florida (“UWF”) and ________________ (the “Employer”).

Whereas, the Employer has indicated that it wishes to participate in offering educational employment opportunities to UWF; and

Whereas, UWF desires to place students in appropriate environments to obtain hands-on educational workplace experience,

Now therefore, for and in consideration of the mutual benefits and obligations hereby obtained and conferred, UWF and Employer agree as follows:

Internship Defined

An internship at UWF is defined as an academically integrated program that gives students the opportunity to enhance their classroom studies through paid professional work experience before graduation. Internships usually last only one semester, are usually for credit, and must be paid unless the employer is a not-for-profit organization.

An internship does not exist as a mechanism for employers seeking to recruit students directly into training programs, consulting assignments, or to conduct unsupervised job functions at the employer’s client site. Therefore, to be eligible to participate in an internship the Employer must provide all of the following:

- Designation of a work site and a safe work environment for the student that is conducive to learning
- Designation of an immediate supervisor who must provide adequate supervision and training
- A written job description with clear learning objectives. The faculty internship advisor can assist with writing learning objectives once provided with a job description.
- Direct and timely compensation to student in accordance with all state and federal laws at the agreed upon rate. Pay should be in the form of wages or salary, subject to FICA, and, if necessary, federal tax withholding and any other appropriate payroll taxes.
- Frequent feedback on the student’s performance and a final evaluation at the end of the internship. The student will provide the evaluation form to the employer who will return it directly to the internship advisor.
- Allow an on-site visit by UWF faculty or UWF Career Services staff

Additional Contracts/Agreements Not Permitted

The Employer agrees that it will NOT require any student intern to sign any type of contract or agreement that contains any of the following mandatory terms, conditions or obligations:

Non-Compete Clause: prohibiting the student intern from subsequently working with an Employer’s competitors, clients, vendors, or any other persons related to the Employer’s business for any length of time.
**Repayment for Training:** requiring the student intern to refund the Employer for the value of any training the student received while working for the Employer.

**Repayment for H-1B Visa Fees:** requiring the student intern to pay back sponsorship fees if he/she exits his/her position prior to the agreed upon date.

**Length of Contracts:** requiring the student intern to remain employed beyond the time periods specified in the Job Description & Terms of Employment attached hereto.

**Relocation & Travel Expenses:** requiring the student intern to pay for or to reimburse the Employer for relocation or travel expenses to an out of area work assignment or engagement.

**In-Kind Compensation:** requiring the student intern to accept compensation in a form other than salary or hourly compensation. Thus, self-employment compensation is not permitted; the employer must withhold all appropriate payroll tax withholdings including FICA.

**Student Qualification:**

UWF Accounting and Finance majors must have the following qualifications to pursue and maintain an internship during the semester:

- The student must have and maintain a GPA of 2.75 or above.
- The student’s conduct must be in good standing with UWF.
- The student must be a full-time degree-seeking student at UWF; however, full-time status is not required for a summer internship as long as the student was full-time the previous semester.
- The student must meet with the faculty internship advisor to determine qualifications and how the credit can be used in the student’s degree plan or SASS audit.
- The student must be recommended by the faculty internship advisor and the chairperson of the Department of Accounting and Finance.

**Hiring Process:**

The Employer agrees to conduct a fair and non-discriminatory interview process. The Employer is responsible for determining the specific job description outline for each student intern. The job description may be refused by the University if it appears to discriminate against applicants on the basis of age, color, disability, gender (including gender identity and sex), marital status, national origin, race, religion, sexual orientation, and veteran status. In order to qualify for credit, the job description must support and supplement the student’s degree program. Once approved by the Department of Accounting and Finance, the job description should be attached.

The Employer must notify the UWF Department of Accounting and Finance of the selected student, the proposed start date, hourly rate the number of hours per week the intern is to work, and the end date of the internship.

**Termination:**

If the employer finds the student’s work unsatisfactory, the employer will advise the Department in writing. The student may be terminated from the internship by UWF at any time for the following reasons: resignation of employment, withdrawal from the university, graduation, change in field of study, unsatisfactory job/academic performance, failure to maintain academic standards, violation of professional
standards or ethics defined by the academic program or violation of the University Code of Conduct. Any
termination of a student from the internship work site by the Employer will, if possible, be preceded by
notice to UWF. To the extent possible, terminations due to change in Employer's business needs will be
effective not sooner than the end of the applicable semester.

The Employer understands that if the University believes that the Employer has mistreated, disrespected,
missed, overused, unfairly made demands upon or refused to offer necessary resources and help to student
interns, the Employer may be excluded from immediate or future participation in the University internship
program.

Students will be employed at the following work site address:
________________________________ (street)
________________________________ (city)
________________________________ (state, zip)

The provisions of this Agreement shall be governed by the laws of the State of Florida.

The following signature confers that the below Employer has read, understands and agrees to the
above stated terms and conditions of this Agreement and will participate accordingly.

_________________________
Internship Employer (Name of Company)

_________________________
Employer Representative/Title (Please Print)

_________________________    ______________
Signature                          Date

UNIVERSITY OF WEST FLORIDA,

By: ___________________________    ______________
Vice Provost                          Date

Department of Accounting and Finance

By: ___________________________    ______________
Faculty Advisor or Dept. Chair:     Date

UWF Department of Accounting & Finance
Job Description & Terms of Employment

Student Name
Internship Employer Participation Agreement 10.11.13
The employer agrees to hire the following student as an intern in accordance with the guidelines of the Internship Employer Participation Agreement.

The student named below has been offered and has accepted an internship under the guidelines of the Internship Employer Participation Agreement:

The internship employer should provide the following information:

Internship Employer_____________________________________________
Supervisor/Sponsor Name________________________________________
Employer’s Address_____________________________________________
Employer’s Phone #__________________________
Internship Title & Department_____________________________________
Employment Starting Date_____________________ Ending Date_____________________
Pay Rate___________________
Number of Hours per week_______________

Job description- provide below or attach to this document:

Signatures:
Employer Supervisor or Sponsor_______________________________________ Date: __________________
Student___________________________________________________________ Date: __________________
Faculty Internship Advisor__________________________________________ Date: __________________