

Internship Programs: Limiting Potential Liabilities | 08.18.16

Rhonda Vickers Beassie

Please find a list below of additional resources from the “*Internship Programs: Limiting Potential Liabilities*” webcast. These resources include a sample affiliation agreement and an internship handbook. These can be used as helpful guides when setting up agreements with potential employers and when communicating with students what is expected of them. If you wish to print only certain resources, you may click their respective links to jump directly to them in the packet.

Pre-Webcast Resources

1. [Sample Affiliation Agreement](#) – Pages 2-5
2. [Internship Handbook](#) – Pages 6-15
3. [Sample Letter - Placement](#) – Page 16
4. [FERPA release – Pages](#) – Page 17

SAMPLE¹ AGREEMENT BETWEEN _____

AND

THIS AFFILIATION AGREEMENT (hereafter, referred to as “Agreement”) is effective as of the full and final date of execution below, by and between _____ [institution] _____, located at _____ [address] _____ (hereafter referred to as “the Institution”) and the _____ [site name] _____ located at _____ [site address] _____, (hereafter referred to as “Intern Site” or “Site”). Institution and Intern Site are referred to collectively as “the Parties.” This Agreement incorporates by reference the attached Program Addendum (“Program Addendum”) and expressly includes any additional terms and conditions stated in the Program Addendum, as if set out herein. In case of a conflict between this Agreement and any Program Addendum, the _____ shall control. Each Program Addendum shall constitute a separate and independent contract between the parties and may have a term shorter than this Agreement.

WHEREAS, Intern Site owns and operates an organization with a commitment to training students;

WHEREAS, Institution has established certain, accredited educational programs and seeks to educate students by providing and coordinating internships for qualified students (“Students”) and,

THEREFORE, the Parties agree as follows:

I. **TERM OF AGREEMENT:**

This Agreement shall begin on the date below and shall be in full force and effect for _____ () year, unless sooner terminated by mutual consent of the Parties, or by any Party hereto giving the other Party sixty (60) days written notice. This Agreement shall automatically renew for two successive one (1) year periods, unless earlier terminated by either Party. Provided, however that in the event of early termination, any students then enrolled and participating in an educational experience at Intern Site shall be allowed to complete the internship.

III. **THE PARTIES MUTUALLY AGREE THAT:**

A. Ongoing Consultation. There will be on-going, open communication between the Institution and the Intern Site to ensure understanding of the expectations and roles of both

¹ This document is formed from a combination of several internship agreements and provides suggestions of possible provisions. It does not constitute legal advice. Any agreement must take into consideration state law, institution policies, program design, and be drafted in conjunction with or reviewed by your legal counsel. While intended for an internship with academic credit, it may be edited for alternative experiential programs.

institutions in providing on-site experience for Students. The Parties will collaborate each semester to determine the number of Students placed at Internship Site.

B. Nature of Affiliation. The Students or Internship Site personnel are not employees, agents, borrowed servants, or partners of the other Party. Internship Site is not responsible for wages, social security taxes, medical insurance, hospitalization insurance, or workers' compensation insurance for Students. Nothing herein shall be construed to create a joint venture, partnership, association or like relationship between the parties. Neither Party will assume any liability under any law relating to Workers' Compensation for the other Party's employees or Students performing under this Agreement. Students and faculty of Institution shall not be entitled to any monetary or other remuneration for services performed by them at the Internship Site. Neither Internship Site nor Institution have a monetary obligation to one another by virtue of this Agreement.

C. Dispute Resolution. In the event of any dispute arising under or relating to this Agreement, the Parties shall make a good faith attempt to resolve such dispute by mediation on such terms as the Parties find acceptable. Each Party shall bear the costs of its own legal fees and expenses.

D. Non-Discrimination. There shall be no unlawful discrimination in either the selection of Students for the Program or as to any aspect of their training or clinical educational experience on the basis of race, color, national origin, religion, gender, age, veteran status, gender identity, sexual orientation, sexual preference, political affiliation or disability. In their execution of this agreement, all Parties, their respective employees, and others acting by or through them shall comply with all federal and state policies and laws prohibiting discrimination, harassment, and sexual misconduct. Any breach of this covenant may result in termination of this agreement.

III. **THE INSTITUTION AGREES TO:**

A. Liaison. Appoint a Program Liaison and timely inform Internship Site of the name, address, email address and phone number of the Liaison.

B. Educational Objectives. Provide the educational direction of the Internship as well as the placement and basic preparation of Students through classroom instruction and identification of educational and clinical objectives. Institution directs the Internship Program in accordance all guidelines established by local, state or national associations, as well as develop, organize, and assist Internship Site in implementing and operating an Internship suitable to each Student, including Students with disabilities.

C. Student Selection and Records. Recruit, screen, evaluate, and approve internship assignment only for Students who have fulfilled all prerequisites for internship. Provide Internship Site with name and information about the Students, to the extent not prohibited by the Family Educational Rights and Privacy Act (FERPA), U.S.C. § 1232g; 34 CFR Part 99, or other applicable state or federal law. Internship Site is not authorized to redisclose any FERPA or other protected information.

D. Student Confidential Information. If required by Internship Site, Institution shall notify Students of requirement to obtain the criminal background check and provide immunization and vaccination, and health insurance information to Internship Site prior to assignment. Institution shall not collect medical records or conduct drug testing or criminal background checks for Students. The Institution shall instruct Students to provide information directly to Internship Site and when necessary to use either Internship Site's approved vendor(s) or to a third party vendor at Student's sole cost and expense for the purposes of performing drug testing, health care, and criminal background checks. All results will be submitted by the vendor to the Internship Site without copy to or involvement by the Institution.

E. Insurance. To the extent applicable, require that Students provide proof of professional liability insurance coverage in reasonable minimum amounts that are acceptable to Internship Site as outlined in the Program Addendum.

F. Policies. Inform Students and Faculty members who are supervising Students about their obligation to maintain confidentiality of all Internship Site matters and responsibility to adhere to all applicable administrative policies, rules, standards, schedules, and practices of Internship Site and Institution, and to attend intern orientation as applicable.

IV. **THE INTERN SITE AGREES TO:**

A. Liaison. Designate a qualified Intern Liaison and Supervisor who will be available to assist Institution personnel and Students of the Program. The Intern Site Liaison will be responsible for maintaining ongoing contact with Institution's designated representative and providing instruction and supervision to the Students based in the Intern Site.

B. Space, Training, and Supervision. Provide facilities and training necessary to support the Internship; provide a quality supervised learning experience for Students in accordance with agreed upon objectives, skill development, experiences, and intended learning outcomes.

C. Evaluation and Notice. Provide Institution's Program Liaison (or other designee) and Students, as necessary, with periodic performance information and submit requested Student evaluation(s). Additionally, Site shall immediately report any unsatisfactory conduct or performance of a Student to the Institution's Program Liaison.

D. Access. Permit designated faculty members the right to visit with Students and Intern Site liaisons/supervisors at Intern Site.

E. Policies. Provide Students with information regarding policies and procedures of Intern Site. Orient Students to the internship experience to ensure that Students are aware of, and are able to meet, the Site requirements.

F. Authority and Notice. Timely notify Institution of any complaint, claim, or investigation, involving a Student, faculty or Intern Site representative or employee that is related to the internship. Site has the right to request immediate removal of any Student from its premises upon a determination by the administrator in charge that the Student poses a

threat to the health, safety or welfare of others or to the orderly business function of the Intern Site. Intern Site has no authority to remove a student from a Program.

V. GENERAL PROVISIONS

- A. This Agreement will be construed by the laws of the State of _____.
- B. The Parties agree not to use the other Party's name, likeness, images in any advertising, promotional material, press release, publication, public announcement or other media, oral or written, without the written consent of the other Party.
- C. The terms and conditions of this Agreement may be modified only upon mutual written consent of the Parties.
- D. Any notice required or permitted under this Agreement shall be considered effective as of the date sent by certified mail, return receipt requested, as follows:

Institution:

Internship Site:

_____	_____
_____	_____
_____	_____

- E. Each Party represents that the individual executing this Agreement has been duly authorized to bind their respective organizations.
- F. No waiver of a breach of any provision of this Agreement shall be construed to be a waiver of any other provision, unless in writing. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.
- G. This Agreement contains the complete understanding of the Parties and supersedes all prior agreements, proposals, or understandings, whether written or oral.

IN WITNESS THEREOF, this Agreement, in multiple originals, each of equal force, is executed on behalf of the Parties as follows:

INTERN SITE:

INSTITUTION:

Signature Date
Printed Name: _____
Title: _____

Signature Date
Printed Name: _____
Title: _____

S A M P L E

INTERNSHIP PROGRAM HANDBOOK¹

¹ With thanks Drs. Janice White and Laura Bureson of Sam Houston State University Department of Family and Consumer Science whose Handbook served as the template and a significant portion of the substance for this sample handbook.

SAMPLE

INTRODUCTION

An internship is a form of experiential education that allows students to apply academic skills and knowledge in the work place. Structured academic internships are based on objectives to provide exposure to employment related to the degree field and help prepare students to meet career responsibilities after graduation. The goals of the internship program are:

- To allow students to apply, evaluate, test and integrate academic knowledge and theoretical concepts in a work setting.
- To develop and expand students' knowledge about themselves and their abilities, goals, and career interests in a work setting.
- To expand students' awareness of the world beyond the campus by exposure to a variety of careers, disciplines, life styles, and environments.
- To reduce students' intellectual and geographic parochialism.
- To allow students to gain access to knowledge and equipment not available on a college campus.
- To encourage students to take greater individual responsibility for their education and life, and develop self-reliance, personal style, values, and beliefs in a manner consistent with becoming a responsible and productive individual.
- To provide students with experience in the disciplined and discriminatory use of evidence in making decisions and solving problems in a work setting.

As varied as organizations are in age, size, industry, service, and product, so too are their internship activities. The program and placement should complement the academic program and involve the development of challenging work assignments. This handbook includes important information and practical steps to make the internship an effective and valuable experience.

DEFINITIONS

Field Placement (or Site) – for profit, non-profit, or governmental organization that hosts and supervises student interns.

Field Supervisor – employee of the field placement organization that arranges work assignments, supervises and evaluates student interns.

Internship Coordinator – the faculty or staff person who facilitates arranging the field placement and supervises the academic component of the internship.

Internship – a short term (minimum of one semester) structured education experience in an off-campus organization that conforms to the university's program requirements and qualifies for academic credit.

SAMPLE

Student Intern or Intern – student enrolled in internship course and assigned to approved field placement.

INTERNSHIP DESCRIPTION

Internships promote academic and career development. The objective is to establish a balance between the intern's learning goals and specific work an organization needs completed. An important element that distinguishes an internship from a short-term job or volunteer work is the unique and intentional "learning plan" established through collaboration between student, field supervisor and internship coordinator and structured into the experience. The duration of an internship may range from one semester to one year, and may be part-time or full-time, paid or unpaid. (See more on payment issues below).

It is the opinion of the National Association of Colleges and Employers (NACE) that to be considered a legitimate internship, the following criteria must be met:

1. The experience must be an extension of the classroom; a learning experience that provides for applying the knowledge gained through the classroom. It must not simply be to advance the operations of the host employer or be the work that a regular employee would routinely perform.
2. The experience must have a defined beginning and end, and a job description with desired qualifications.
3. The skills/knowledge learned must be transferable to other employment settings.
4. There are clearly developed learning objectives related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with experience and educational and/or professional background in the field of experience.
6. There are resources, equipment and facilities provided by the host that support the learning objectives/goals.
7. There is routine feedback by the experienced on-site supervisor.²

Interning students gather firsthand experience in real life business practices and skills. They learn to decipher workplace assignments, complete assigned tasks in a timely manner, how to establish and maintain professional relationships, and, perhaps most importantly, are exposed to the many and varied employment opportunities available. Through internships student confirm interest in a career field and learn which skills and experiences are necessary to pursue such a career.

² NACE Position Statement: U.S. Internships is located at: <http://www.naceweb.org/advocacy/position-statements/united-states-internships.aspx>

SAMPLE

STUDENT ELIGIBILITY

To participate in the Program academic internships, student must:

- 1) Complete ____ hours of academic credit prior to enrollment, including the following courses:
_____, _____.
- 2) Be in good academic standing and have a cumulative grade point average of ____.
- 3) Arrange an eligible field placement (see internship coordinator for assistance).
- 4) Meet with Internship Coordinator and receive approval for placement and Internship Course enrollment.
- 5) Attend orientation scheduled two (2) weeks prior to the start of each semester.
- 6) Complete assignments; for both the Internship Course and Field Placement.
- 7) Work a minimum of ____ hours with field placement.

Academic credit is provided through concurrent enrollment in the Internship Course and is not awarded retroactively.

THREE ELEMENTS OF THE INTERNSHIP PROGRAM

THE UNIVERSITY'S ACADEMIC COMPONENT/INTERNSHIP COORDINATOR

The University establishes relationships with field placement that agree to meet the program requirements for awarding academic credit. When a student independently locates field placement, the university must vet the site and approve prior to the beginning of the internship. The individual responsible for supervising the academic portion of the internship is the internship coordinator. This person is listed as the "instructor of record" for the Internship Course.

The Internship Coordinator ensures the success of the internship program through:

1. Working with potential student interns to ascertain the student's goals and interests and suggesting possible field placements.
2. Making and maintaining industry connections for possible internships.
3. Negotiating field placement agreements and monitoring the university's compliance.
4. Providing field placement information on potential interns, as authorized by students, for selection.
5. Provide field supervisor with university's expectations and student evaluation criteria.
6. Facilitate student establishing a learning plan for the internship and communication of this plan to the field supervisor.
7. Conducting site visits during the internship.
8. Request and review field supervisor's evaluation of student intern.
9. Assign a grade for the course based on specific criteria.
10. Send letters of appreciation to the site placement supervisor and other professionals at the field placement, as deemed appropriate by the internship coordinator.

SAMPLE

THE FIELD (OR SITE) PLACEMENT

The internship plays an important part in the transition of the student from program major to business professional. Through the internship, a student is provided opportunity for hands-on experiences so that academic knowledge can be applied to real world problems encountered by the field placement; this type of exposure cannot be obtained through study in the classroom or library of a university. These quality experiences and work opportunities should extend beyond the expectations of the usual employee and should be of a pre-professional nature, integrating problem-solving applications wherever possible.

The field placement should:

1. Provide a variety of situations with as wide a range of job duties as is practicable to increase the general understanding of the student intern in the business setting. Experiences should be chosen to enhance particular strengths and skills of the student intern.
2. Designate a person as the "field supervisor," assigned to oversee the work of the student intern. The field supervisor serves as both overseer and mentor for the student throughout the internship. The field supervisor is not necessarily the person who hired the student or the person who owns the business, but should be a person who is knowledgeable about the daily operation of the business and who is accessible to the student intern.
3. Ensure student has access to the site and assignment to meet the minimum required hours (___).
4. Provide student intern ongoing instruction and feedback.
5. Facilitate Internship Coordinator site visit.
6. Complete an evaluation of the work performance of the student intern and submit to Internship Coordinator. This evaluation form should be completed at or near the conclusion of the internship. It is designed to reflect the quality of specific criteria related to the internship experience and is a significant component in determining the student's letter grade in the course.
7. Discuss the evaluation results with the student interns so they are aware of personal abilities, strengths, and areas for improvement.

THE INTERN

An internship is an excellent opportunity to explore a career of choice. Students gather information, clarify interests in specific work environments, and test abilities learn essential skills.

An internship:

- Provides exploration of an occupation through first-hand experience.
- Promotes confidence, maturity, responsibility, and skill in human relations.
- Increases decision-making and analytical skills through experience in actual work environments.
- Creates a better understanding of educational theory by actual application in practice.

SAMPLE

- Gives perspective on the usefulness of coursework which often leads to greater interest, guidance for future course selection, and better grades.
- Helps a student gain professional experience to include on a resume, which can significantly improve marketability to employers.
- Provides useful contacts that may become references or lead to future employment.
- Provides the support of a faculty mentor during the difficult first entry into a professional career.
- Furnishes academic credit for learning that takes place on the job.

An intern must meet the academic and employment expectations to successfully complete the course. Interns are required to treat an internship, whether paid or unpaid, as a valuable employment opportunity. Some suggestions for doing so:

Working Tips

1. Make a good first impression.

- Dress appropriately.
- Always be prompt.
- Maintain a positive attitude---it is a great asset.
- Ask where to locate the field placement policies; review and ensure compliance with any requirements or regulations.
- Respect the time of others.
- If there is an important conflict or emergency which prevents attendance at the field placement, coordinate the time away from the internship in advance with the field supervisor.

2. Orientation

If the field placement does not have a formal orientation program, intern should orient themselves by:

- Reading everything found about the organization.
- Introductions to co-workers (keep notes for connecting names and faces).
- Making lists of questions so that field supervisor's time is used wisely.

3. Getting the job done

- Schedule time; keep an organized to-do list.
- Space out tasks; one big task can be broken down into stages.
- Pace energy; too much enthusiasm at first may be overwhelming resulting in a burn-out at the end.

SAMPLE

LEGAL ISSUES

Fair Labor Standards Act

Paid interns make ideal workers – hungry to learn, eager to make a good impression and willing to perform a multitude of tasks. The relatively small amount of money employers spend on intern wages and benefits is a good investment because it often produces future, long-term employees. Indeed, the U.S. Fair Labor Standards Act (FLSA), mandates that private companies with at least two employees and annual sales of at least \$500,000.00, must pay any individual whom they “suffer or permit to work” a minimum wage and, if working more than 40 hours a week, overtime. Even if a student is working through a school program for which he or she is being “paid” in college credits, the student intern still has the right, under the FLSA, to be paid unless the employer is not deriving any immediate advantage by using him/her.

However, internships with government or non-profit employers are generally exempt from the FLSA requirements. Further, even with private employers, unpaid internships are the standard instead of the exception in many industries. To address concerns of companies violating the payment obligations to interns, the U.S. Department of Labor outlined six criteria for determining whether an internship falls outside of the FLSA requirements; summarized as:

- 1) Internship is similar to training provided in an educational environment.
- 2) Internship is for the benefit of the intern.
- 3) The intern does not displace regular employees.
- 4) The employer derives no immediate advantage from the interns activities and on occasion its operations may be impeded;
- 5) The intern is not entitled to a job at the end of the internship.
- 6) The employer and intern understand the intern is not entitled to wages.³

Students should identify the specific terms and conditions of employment (e.g., dates of employment as an intern, including the date the internship will end; compensation; organizational and/or reporting relationships; principal duties, tasks or responsibilities; working conditions; any other expectations of the employer), and should discuss these factors in advance to ensure there is no misunderstanding regarding the relationship and pay. Be aware that a field placement may require documentation of the internship and pay with a written agreement signed by the intern.

The issue of interns wages is significant as it impacts whether the intern is considered to be an employee for purposes of benefits, if any, or for certain legal protections as discussed below.

³ Department of Labor Fact Sheet #71 located at <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>.

SAMPLE

Discrimination and Harassment

The University prohibits discrimination or harassment on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran's status, sexual orientation, or gender identity. Even though the internship may be off campus, students participating in credit-bearing internships fall under University Discrimination and Harassment Policy and Sexual Misconduct Policy.

Please utilize the university's resources to assist with these matters, specifically,

- 1) If assistance is needed with disability related accommodations in structuring the internship, please see the University's 504 Coordinator in The Office for Students with Disabilities.
- 2) All students should familiarize themselves with the University's Sexual Misconduct Policy, resources and information on the institution's Title IX website.
- 3) Visit the field supervisor and the placement HR department to learn about the organization's discrimination policies and how they apply to interns. Please be aware that most University employees are required to report allegations of discrimination and sexual harassment.
- 4) Notify the Internship Coordinator of any discrimination experienced in arranging an internship or while working with a field placement.

While the university prohibits discrimination, and will support either removal of a student from a site or reasonable and mutual resolution or a discrimination complaint, the University is not responsible for the actions of the field placement or the placement employees. Students should also be aware that in many states, employment law discrimination protections do not extend to unpaid interns. Texas, New York and Oregon, have passed legislation that protects unpaid interns from sexual harassment.

Finally, please be aware that most University employees are required to report any allegations of discrimination and sexual harassment.

Insurance

- 1) Health Insurance. Interns are required to personally have and maintain health insurance coverage during the duration of the internship. Further, Interns must provide proof on insurance upon request.
- 2) Professional Liability Insurance. Some field placements require student interns to carry, and provide proof of, professional liability insurance. The University has provided a low cost liability insurance option that may be added to the student's course fees when desired or required by the placement.
- 3) Unemployment Compensation. As an unpaid intern is not compensated, they are ineligible for unemployment when the internship ends. Because academic

SAMPLE

internships are of a temporary nature, usually even paid interns do not qualify for unemployment benefits at the end of the internship. For more information, students can review the Texas Workforce Commission website.

- 4) **Workplace Injuries and Workers' Compensation.** Interns in unpaid internships are treated under the law as volunteers. As such, the field placement rarely will not provide worker's compensation coverage for workplace injuries of unpaid interns. The intern would rely upon his or her own health insurance in the event they are injured on the job. A paid intern is an employee and should be added to the employer's worker's compensation insurance.

Interns should inquire and be aware of the insurance requirements, coverage, and/or lack of coverage before making the field placement decision.

FERPA

The Family Educational Rights and Privacy Act (FERPA) prohibits the disclosure of a student's "protected information" to a third party. This disclosure is prohibited whether it is made by hand delivery, verbally, fax, mail, or electronic transmission. Disclosure also includes the provision of access to the educational institution's career center database of student resumes.

For purposes of FERPA, a "third party" includes any individual or organization other than the student or the student's parent(s). With respect to third parties, even if the initial disclosure of protected information is permissible, FERPA limits the subsequent disclosure of the information by the third party. As such, once an educational institution discloses protected information to a third party, it must ensure that the third party does not itself improperly disclose the information in violation of FERPA.

To participate, Interns must execute a FERPA Release permitting the University to discuss the intern's background and disclose educational records as necessary to facilitate the internship for academic credit.

International Students

International students should work with the University's International Student Office to determine their eligibility for an internship.

In general, academic internships, as contemplated in this Handbook are usually available to F-1 students as a Curricular Practical Training, or CPT. The U.S. Government defines this type of training as "alternate work/study, internship, cooperative education, or any other type of

S A M P L E

required internship or practicum that is offered by sponsoring employers through agreements with the school.”⁴

Once the eligibility of the internship is determined, there are many regulations governing the type of work, the requisite employer documents, when a student intern may (or may not) receive compensation and the forms the institution must file with the U.S. Government. International students can receive further information in these matters from the International Student Office and the U.S. ICE website (<https://www.ice.gov/sevis/practical-training>). Students may want to consult with private immigration counsel as the university cannot provide legal advice.

CONCLUSION

We look forward to providing assistance, guidance, and reflective opportunities to students entering an experiential education journey. Please make an appointment with the Internship Coordinator to discuss options today!

⁴ See U.S. Citizenship and Immigration Services website on Foreign Students at <https://www.uscis.gov/i-9-central/complete-correct-form-i-9/complete-section-1-employee-information-and-verification/foreign-students>

Re: Internship for [name of student]

Dear _____,

As the internship director for [name of program, school] I am pleased to learn you have accepted [name of student] to intern with [placement site] for the [season] semester. Towards that end, I enclose a copy of the [name of program/school] internship description and provide a brief synopsis here:

- Nature of the Work. Students must be engaged in substantive activities that provide exposure to your industry. The Department of Labor has stated, and [school] concurs, that internships must be primarily for the benefit of the intern. We do understand that almost all work involves a measure of menial tasking and believe such service has educational merit. However, the majority of a student's assignments with [placement site] should be focused on expanding a student's education.
- Time Requirement. Each student must work a minimum of ___ hours, exclusive of travel time, holidays, breaks or mealtimes.
- Supervision and Expectations. Please assign and provide the name of the individual who will work with the interning students on a day to day basis. The supervisor should meet with the intern during the first few days to discuss goals, establish expectations and arrange initial and ongoing training.
- Placement Policies. During the initial meeting please review any critical workplace policies and procedures with the intern and provide him or her a copy of same.
- Evaluation. In addition to providing ongoing supervision to the intern, [school] asks the supervisor to provide us with two written evaluations; one mid-semester and one at the end. I enclose a copy of the form, and will send a reminder a week prior to the deadline. [Student] cannot complete this course without [school's] receipt of these evaluations.

Finally, internship placements are expected to uphold all federal and state policies and laws, including those which prohibit discrimination.

We are grateful to have internship placement partners such as yourself. Please know that you can contact me with any questions at _____.

Sincerely,

Consent to Release Educational Information to Facilitate Internship

This release represents your written consent to permit [University] to discuss and disclose your educational experience, information, and records to individuals facilitating your internship with _____ [field placement] _____. Please read this document carefully.

The undersigned has been advised that in compliance with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), the University is prohibited from providing certain information from student records to a third party without student consent. To facilitate my internship, the undersigned hereby **consents and grants the University faculty and staff permission to release information about my educational records, performance, and goals to the internship field supervisor** to the extent the University believes necessary or helpful to facilitate the internship experience. This records consent may include information, data, or faculty impressions recorded in any medium and is effective for the duration of the undersigned's placement at the facility named above.

I understand that under FERPA no disclosure of my records can be made without my written consent unless otherwise provided for in legal statutes and judicial decisions. I also understand that I may revoke this consent at any time except to the extent that action has already been taken upon this release.

Signature of Student/Former Student

Date

Date of Birth: _____

Email: _____

Phone Number: _____

ID: _____