

St. Johns County Board of County Commissioners

Volunteer Student Intern Acknowledgment

This document represents an agreement between _____(student intern), St. Johns County Board of County Commissioners _____(Department) and _____(School). The term of this contract will commence _____ and terminate _____.

SUPERVISING DEPARTMENT RESPONSIBILITY

1. The supervising department will attach an intern job description to this agreement, which indicates various areas of training, tasks, and/or assignments the student intern will be expected to perform. The supervising department will assign a supervisor to whom the student intern will report, receive duties from and report any concerns or questions.

PERSONNEL SERVICES RESPONSIBILITY

1. The County will conduct all background screenings on the student intern prior to the start of the internship in accordance with volunteer policies and procedures.

SUPERVISING DEPARTMENT AND _____(School)

1. The supervising department and _____(School) expressly agree that any non-employee student intern, shall remain a student of the school and shall not during the term of this agreement be deemed to be personnel, agents, or employees of the supervising department.
2. It is the responsibility of the school to set an Intern policy and manage the student intern's academic credits.
3. The student intern shall complete a minimum of _____supervised hours, and coordinate a schedule with the supervising department.

STUDENT INTERN RESPONSIBILITY

1. During the student intern's time at the supervising department, the student intern may participate in several practice experiences in various different facilities. This agreement and the job duties will govern the student intern's conduct in such practice experiences. **The student intern will be responsible for protecting patient/client/consumer**

confidential information in all cases. The student intern understands that, before participating in a practice experience, the student intern will receive (if necessary within the supervising department) a training briefing concerning the requirements of HIPAA. Before participating in a practice experience, the student intern agrees to fully understand the duties to maintain patient/client/consumer information. If the student intern has any questions concerning these duties, the student shall inform the supervising department to obtain clarification.

2. If during the course of the internship, the student intern is required to discuss or write about private patient/client/consumer information, the student intern understands that discussing or writing about private patient/client/consumer information is for educational purposes only and the use of such information outside of educational purposes is prohibited. **Pursuant to Florida Statute 119.07, the student intern shall redact any identifying information about private patient/client/consumer information and have this work reviewed by the assigned supervisor prior to release.**
3. The student intern will comply with all applicable policies, procedures, and rules of the supervising department, St. Johns County and the school and demonstrate professional behavior appropriate to the environment of the supervising department.
4. The student intern agrees to report to the supervising department immediately any incident that occurs or may occur within the knowledge of the student intern, which gives rise to liability on the part of the student intern.
5. The student intern further agrees that the student intern will fully cooperate with the supervising department and its agents in any investigation, lawsuit, arbitration, or any other legal or quasi-legal proceedings that arise from the matters covered by this agreement.
6. The student intern further understands that if the student intern is responsible for injuries to third parties or damages to their property while acting outside the scope of assigned duties that said student intern may be personally liable for any monetary damages a court may award to the injured party. However, while acting within the scope of internship responsibilities, the student intern actions are covered as to liability. The student intern is governed by St. Johns County Administrative Code and all applicable regulations.
7. The student intern shall report any injuries to the supervising department.
8. It is further understood and agreed to by the student intern that the services rendered to the supervising department shall apply only in the case of liability arising out of the

ordinary negligence that occurs during the scope of the student intern's services agreed to herein, and that in no way do any of these provisions apply for the benefit of the student intern, his/her heirs, executors or administrators in any action arising out of gross negligence, willful misconduct, or any other conduct on the part of said student intern, which cause or may give rise to criminal liability.

9. The student intern understands that he/she is not an agent, officer, or employee of the supervising department or St. Johns County.

10. The supervising department shall reserve the right to require the School to withdraw any student intern from its departments whose conduct violates policies and/or procedures of the organization, as well as behavior that is harmful to the clients and/or employees of the organization. The supervising department will advise the School at the earliest possible time of any deficit noted in a student intern's ability to perform the stated objectives of internship experience, as well as required duties and expectations from the organization. The school, however, retains final authority with regard to disciplinary actions of student interns. Any withdrawal of a student will generally be executed only at the end of specific internship period unless an issue arises that would be cause for immediate withdrawal in accordance with supervising department's rules. The supervising department shall provide orientation for student interns and shall advise all student interns of those actions that may result in a dismissal for cause.

11. This agreement shall be governed by, and enforced in accordance with, the laws of the State of Florida, and any legal proceedings concerning this agreement will be brought in St. Johns County, St. Augustine, Florida.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized representatives.

BY: _____
Department Supervisor

DATE: _____

Supervising Department

BY: _____
Student Intern

DATE: _____

BY: _____
School

DATE: _____