



**UT Tyler**<sup>TM</sup>

THE UNIVERSITY OF TEXAS AT TYLER

The University of Texas at Tyler  
Department of Public Health

**Health Sciences**  
**Capstone Experience**

**Student Internship/Practicum**

Letter of Agreement

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**UNIVERSITY OF TEXAS AT TYLER  
DEPARTMENT OF PUBLIC HEALTH  
INTERNSHIP LETTER OF AGREEMENT**

This letter of agreement is between the University of Texas at Tyler (hereafter referred to as “The University”) and \_\_\_\_\_ SI# \_\_\_\_\_, a student intern, and \_\_\_\_\_ the site  
(Students Name) (Student ID#) (Internship Site)  
at which the internship will take place (hereafter referred to as the “Agency”). The internship will be supervised  
by \_\_\_\_\_, who will be responsible for the evaluations of the student intern and the overall  
(Internship Supervisor)  
supervision of the internship. The starting date will be \_\_\_\_\_ and will conclude not before \_\_\_\_\_.  
(Start Date) (End Date)

It is required that the intern work a minimum of 140 total hours (equivalent of 3 credit hours). Although exact hours cannot be established, it is recommended that the intern work approximately 15 hours per week to complete the internship within one semester. This may vary according to the needs of the supervising agency and the opportunities for the intern.

**PURPOSE**

The parties specified in the Agreement have determined that they have a mutual interest in providing for student learning experiences in the Agency. The University has determined that student placements in the Agency are consistent with the goals and objectives of the curriculum and will enhance the program of study. Specifically the following seven domains will be evaluated:

- ◇ Health Related Content
- ◇ Critical Thinking Skills
- ◇ Communication Skills
- ◇ Leadership Skills
- ◇ Integrity/Ethics
- ◇ Technology
- ◇ Human Diversity and Multiculturalism

**INTERNSHIP EXPECTATIONS: STUDENT**

1. From initial contact/interview I understand that my duties will include:

2. My individual learning outcomes for the internship include:

3. Outline of General Weekly schedule:

## **TERM**

Effective date for the Agreement shall be the dated indicated above. It shall run continuously without necessity for renewal. This agreement may be terminated by either party upon written notice of at least ninety (90) days, provided that such termination cannot occur during the middle of a regular semester and, provided further that, in the determination of the University, termination will not negatively affect students currently placed in the Agency. The party initiating termination will bear costs, if any, resulting from non-cancelable commitments.

## **PRIORITY OF POLICIES**

Students working in the Agency will be subject to University's and Agency's Disciplinary Code. If alleged violations occur, Agency will notify Faculty Supervisor. If such alleged violations reasonable seem to pose a continuous threat to others, the alleged violator may be suspended immediately by the Agency from participation in Agency activities. Agency must immediately notify Faculty Supervisor, who will arrange proper hearing procedures within the University as soon as practical.

The Agency will require student participating in Agency activities to comply with its own operational policies and procedures; however, in the case of inconsistencies, University policies will supersede unless Faculty Supervisor and agency agree on alternative provisions. Agency will provide copies of such policies and procedures to Faculty Supervisor and to students assigned to work in Agency.

### **General Responsibilities of the Parties:**

University will have the following general responsibilities:

1. Notify students of appropriate placement opportunities for the experiential learning activity.
2. Approve placement site and learning objectives.
3. Award University credit to students, where appropriate, at end of placement.
4. Identify for the Agency the personnel serving as the primary contact for specified learning activities.
5. Provide Agency with evaluation forms and deadlines.
6. Inform Agency of the University calendar and initiate discussions of the students' obligations to report to Agency whenever classes are not in session.

### **Agency shall have the following general responsibilities:**

1. Provide opportunities for student observation and/or participation on Agency premises.
2. Provide a safe environment in compliance with all federal and state law and inform University and student of hazardous conditions and unusual circumstances that may create unsafe conditions.
3. Provide to Faculty Supervisor and students written policies and operational procedures to which students are expected to adhere while they are in Agency setting.
4. Provide to Faculty Supervisor a list of duties or job descriptions for student placements with notation of any specific prerequisite skills or abilities.
5. Participate in planning and evaluation sessions with students and, where appropriate, with University Faculty Supervisor.

6. Identify for Faculty Supervisor the Agency personnel primarily responsible for supervising learning activity in Agency.
7. Provide on-site supervision and guidance to learning activity.
8. Provide timely final evaluation of student performance in the manner specified by University.
9. Conduct exit interviews with students that will include discussion of Agency's final evaluation.
10. Notify Faculty Supervisor of unsatisfactory performance or misconduct of a student and provide documentation of any charge to Faculty Supervisor for handling under University policies regulating student behavior and/or academic conduct. If the notice of an incident involving a student reasonable suggests that the students may be an imminent danger to the safety or property of others, the Agency may dismiss the student with immediate notice to Faculty Supervisor. An appropriate hearing will be held for the student as soon as practical.

### **Number of Placements**

Agency and University will mutually determine the number of students to be placed in Agency for a given term. Agency and University may decide to have no active placements for a period of time without affecting the continuation of this Agreement.

### **Nondiscrimination**

Both parties give mutual assurance that in performing their duties under this Agreement, they will not discriminate on the basis of race, sex, religion, national origin, age, and handicap. Reasonable accommodation for participation by disabled persons will be made in compliance with Section 504 of the Rehabilitation Act of 1973.

### **Confidentiality Policy**

It is the policy of the Department of Public Health that all students must adhere to a statement regarding the confidentiality of patients and clients. This policy is for the protection of the patients and clients; in signing this form the student states that (s)he will not disclose any names or information regarding any patients or clients to peers, friends, faculty or relatives.

### **Student Insurance Policy**

It is the policy of the Department of Public Health that before any student can begin an Internship, student insurance must be purchased through the Department. The purchase of the insurance provides liability coverage of up to \$1 million dollars for 12 months from the purchase date. The student will not be registered for the Internship without documentation that the insurance has been acquired.

Signature Page

_____	_____	_____
(Student – print name)	(Student Phone #)	(Student Email)
_____	<u>x</u> _____	_____
(Major/Degree)	(Student Signature)	(Date)

For and on behalf of The Department of Public Health:

Faculty Supervisor

Department Chair

\_\_\_\_\_  
Mr. Reuben Cowan, M.S. (Date)

\_\_\_\_\_  
Dr. David Criswell, Ph.D. (Date)

x \_\_\_\_\_  
(Agency Representative-Internship/Practicum Site Supervisor) (Date)

Agency Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agency Representative  
Phone: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Fax: \_\_\_\_\_