

**FLORIDA GULF COAST UNIVERSITY  
DIVISION OF RESORT & HOSPITALITY MANAGEMENT  
INTERNSHIP LETTER OF AGREEMENT**

This letter of agreement is between Florida Gulf Coast University (hereinafter referred to as “the University”) and \_\_\_\_\_, a student intern, and \_\_\_\_\_, the site at which the internship will take place (hereafter referred to as the Employer). The internship will be supervised by \_\_\_\_\_, who will be responsible for the evaluations of the student intern and the overall supervision of the internship on the golf facility site.

The intern shall be considered a member of the professional staff and have the accompanying responsibilities and privileges. It is required that the intern work a period of 4 months, with the exception of the final internship, which will be an 8 month internship experience. Although exact hours cannot be established, it is recommended that the intern work 40 hours per week to complete the internship within one semester. This may vary according to the needs of the supervising entity and the opportunities for the intern.

**PURPOSE**

The parties specified in this Agreement have determined that they have a mutual interest in providing for student learning experiences with the Employer. The University has determined that student placements with Employer are consistent with the goals and objectives of the curriculum and will enhance the program of study.

**TERM**

Effective date for the Agreement shall be the date indicated above. It shall run continuously without necessity for renewal.

Either party upon written notice of at least fourteen (14) days may terminate this Agreement.

**PRIORITY OF POLICIES**

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

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

### **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 to be completed.
3. Award University credit to students, where appropriate, at end of placement.
4. Identify for the Employer the personnel serving as the primary contact for specified learning activities.
5. Provide Employer with evaluation forms and deadlines.
6. Inform Employer of the University calendar and initiate discussions of the students' obligations to report to Employer whenever classes are not in session.

Employer shall have the following general responsibilities:

1. Provide opportunities for student observation and/or participation on Employer 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 within Employer's settings.
4. Provide to Faculty Supervisor a list of duties or job descriptions for student placements with notation of any specific skills or abilities needed.

5. Provide students with an Internship Employment Plan to include shadowing management, participation in staff meetings, and placement in several functional areas of organization.
6. Participate in planning and evaluation with students and, where appropriate, with University faculty.
7. Identify for Faculty Supervisor the Employer's personnel primarily responsible for supervising learning activity for the intern.
8. Provide on-site supervision and guidance to learning activity.
9. Provide timely final evaluation of student performance in the manner specified by the University.
10. Conduct exit interviews with students that will include discussion of Employer's final evaluation.
11. 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 reasonably suggests that the student may be an imminent danger to the safety or property of others, the Employer may dismiss the student with immediate notice to Faculty Supervisor.

### **NUMBER OF PLACEMENTS**

The Employer and University will mutually determine the number of interns to be placed with Employer for a given term. Employer 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, or handicap. Reasonable accommodations for participation by disabled persons will be made in compliance with Section 504 of the Rehabilitation Act of 1973.

**MONETARY COMPENSATION TO STUDENT REQUIRING SEPARATE AGREEMENT**

Students placed in learning activities under this Agreement receive University credit toward an academic degree, including, where appropriate, hourly units. Monetary compensation to students is not provided under the terms set out herein, and any agreement between Employer and a student for monetary compensation to the student must be separate from this Agreement. Employer hereby stipulates that any such separate agreement between itself and a student will comply with all state and federal laws, including the Fair Labor Standards Act, if such Act is applicable to Employer.

In witness whereof, the parties have caused this agreement to be signed by their respective administrative officers:

I have read and reviewed the Internship Safety Guidelines attached.

\_\_\_\_\_  
(Student Signature) \_\_\_\_\_ (Date)

For and on behalf of Florida Gulf Coast University

\_\_\_\_\_  
(PGM Dir/Faculty Supervisor Professional Golf Mgt. Program) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Internship Coordinator – PGM Program) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Employer Representative – Internship Supervisor) \_\_\_\_\_ (Date)

Employer Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer Representative: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

FAX: \_\_\_\_\_