

**THE UNIVERSITY OF FLORIDA  
AGREEMENT FOR STUDENT INTERNSHIP**

THIS AGREEMENT FOR STUDENT INTERNSHIP (“Agreement”), dated as of \_\_\_\_\_, 2026 (“Effective Date”), is entered into by and between Broward County, a political subdivision of the State of Florida (the “Site”), and the University of Florida Board of Trustees, a public body corporate of the State of Florida, for the benefit of its College of Liberal Arts and Sciences (the “University”), also referenced individually as the “Party” or collectively as the “Parties.”

**PURPOSE**

- A. The University has a responsibility to train students who require practical experience in various disciplines, including public history, archival processing, and museum management, to complete their professional preparation and development.
- B. The Site, in support and enhancement of the educational programs of the University, is willing and qualified to provide a practical setting within its Libraries Division Special Collections section for University students to participate in activities designed to enhance their educational experience in public history, archival processes, and museum management commonly referenced as a clinical field placement (the “Internship”).
- C. The primary benefit of the Internship will be for the student intern.
- D. The educational programs of the University will be enhanced through its relationship with the Site and its cooperative efforts.
- E. The Site will benefit through the skills and efforts of University student(s) during the Internship period.

THEREFORE, in consideration of the foregoing, the Parties agree as follows:

- 1. Term of Agreement. The Agreement shall be for one (1) year commencing on the Effective Date, unless otherwise terminated by either Party pursuant to the Termination provision of this Agreement (“Initial Term”). The Parties may mutually agree to extend this Agreement for up to three (3) additional one (1) year terms (each an “Extension Term”) on the same terms and conditions stated in this Agreement by sending notice to the other party at least thirty (30) days prior to the expiration of the then-current term. The Site’s Director of the Libraries Division is authorized to exercise any Extension Terms(s).
- 2. Student Participation and Assignment. The University shall determine, in its sole discretion, which of its enrolled students are eligible to participate in the Internship. The University shall assign an eligible student(s) for an Internship at the Site. The student assignment schedule shall be set by the Site, in consultation with the student and may be modified by mutual agreement between the Site, the student, and the University without formal amendment to this Agreement.

3. Right to Refuse. The Site may, at any time and without notice, terminate a student's Internship Agreement (referenced in Section 11 below) and remove any student from the Site who fails to comply with the Applicable Regulations. The Site will subsequently notify the University in writing of such action and the reasons therefor.

Applicable Regulations as used herein shall mean applicable laws, policies, procedures, rules, and regulations applicable to the Site and Internship.

4. Educational Plan. The Site shall allow the student to participate in various activities during the Internship, including but not limited to those activities that will further the educational goals of the student. The objective of the Internship is for the student to have practical exposure to the coursework completed at the University.
5. Educational Program. The University shall plan and administer the educational program for its students and be responsible for the enrollment of its students in University courses, including the Internship.
6. Student Records. The University shall maintain all student educational records and reports relating to the University's educational programs completed by students during the Internship.

The Parties acknowledge that many student education records are protected by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. §§ 1232(g), 1232(h), and 1232(i), and by federal regulations issued pursuant to such act, and that generally written student consent must be obtained before releasing personally identifiable student education records to anyone other than the University. The University agrees to provide guidance to the Site with respect to complying with the provisions of FERPA and similar federal or state law. The Site agrees to treat all student education records that are specifically identified as such by the Parties as confidential and not disclose such student education records except to the University and the Site officials who may need the information to fulfill their professional responsibilities, or as required or permitted by law. The Parties acknowledge that the mention or reference to a student participating in the Internship in a record or report generated and/or maintained by the Site in the normal course and scope of its operations, and not created or maintained by the University, is not considered a "Student education record" for purposes of this Agreement.

7. Student Supervision and Evaluation. The Site shall ensure that its qualified employees supervise the students in the performance of their duties during the Internship and shall evaluate the student(s) performance monthly, using a standard evaluation form provided by the University. The University shall provide a person to serve as its Internship Coordinator to oversee its education program and coordinate program activities with the Site.
8. Student Use of Site Facility. The Site shall permit the students to use its facilities and amenities, including but not limited to office/workspace, cafeteria, restrooms, and parking on the same basis utilized by its employees.

9. Site Background Checks. The University does not perform background checks on students. If required by the Site, the Site shall provide the University with a security background information form to be completed by the student(s). Each student must successfully complete the Site's pre-placement process, if required, which may include a background check or other security screening at the student's cost. The Site, in its sole discretion, shall determine whether a University student has satisfactorily cleared the pre-placement process.
10. Notification of Site Requirements. The Site shall notify the University, in writing, of any Site-specific Internship requirements and/or rules prior to student placement. Upon notification by the Site, the University shall notify the student(s) of any Site-specific Internship requirement(s) as a condition of their participation, including but not limited to background checks, student participation agreements, professional liability insurance, and/or vaccinations. The University shall notify the student(s) of any Site-specific rules and/or policies provided by the Site to the University and the student's obligation to follow said rules and/or policies in order to successfully complete the Internship.
11. Internship Agreement. The University will inform each student (and his or her parent/guardian if the student is a minor) that they are required to sign the then-current version of the Site's Internship Agreement as a condition for participating in the Internship.
12. Student Conduct. University students are not employees or agents of the University. Accordingly, the University is not responsible for the conduct of its students during the Internship.
  - a. During the Internship, students are required to follow the University's Student Conduct Code, a University regulation relating to student conduct and academic honesty (<https://policy.ufl.edu/regulation/4-040/>). If a student's conduct rises to the level of a violation of the University's Student Conduct Code, the Site agrees to promptly notify the University in writing.
  - b. The University shall honor any request by the Site to remove a student from the Internship whose conduct or performance is not, in the Site's opinion, professionally acceptable.
13. Safety and Security Information. The Site will provide the student with information regarding any known risk or safety issues surrounding the student's Internship environment, including the parking area and path of travel from the parking area to the Site facility. In addition, the Site will provide the student with applicable safety protocols and training necessary for their safe and successful participation in the Internship.
14. Wages. The University acknowledges and agrees that students participating in the Internship are not agents, employees, or independent contractors for the Site, and shall not be entitled to compensation from the Site for any tasks/activities performed during the Internship or otherwise under this Agreement. Each student's participation in the Internship is solely on a volunteer basis for educational benefit, without any expectation, promise, or receipt of compensation from the Site. Receipt of credit for participating in the Internship

is not considered compensation. Students in the Internship complement the work of Site employees and do not displace any Site employees. Participation in the Internship does not guarantee or secure employment with the Site, regardless of whether the student completes the Internship.

15. Disclosures to Students. University must advise the students in writing that participation in the Internship may be canceled or terminated at any time; Students shall have no expectation of compensation from the Site; the Site shall not pay any compensation to students participating in the Internship; and participation in the Internship shall not guarantee or secure employment with the Site, regardless of whether the student completes the Internship. Nothing in this paragraph shall be construed to preclude the University or a third party from compensating students for participation in the Internship.
16. Termination. This Agreement may be terminated by either Party with or without cause upon thirty (30) calendar days' written notice to the other party of its desire to terminate this Agreement. In addition, this Agreement may also be terminated by the Site's County Administrator upon such notice as the County Administrator deems appropriate, or if the County Administrator determines that termination is necessary to protect the public health, safety, or welfare of the Site.
17. Liability. Each Party assumes any and all risks of personal injury and property damage attributable to the negligent acts or omissions of their respective officers, employees, servants, and agents thereof while acting within the scope of their employment. The University and the Site further agree that nothing contained herein shall be construed or interpreted as (1) denying to either Party any remedy or defense available to such Party under the laws of the State of Florida; (2) the consent of the Site, University, or the State of Florida or its officers, employees, servants, agents, and agencies to be sued; and (3) a waiver of sovereign immunity by either Party or the State of Florida beyond the limited waiver provided in section 768.28, Florida Statutes.
18. Insurance.
  - a. University. The University, as a public body corporate, participates in the State of Florida's Risk Management Trust Fund for purposes of general liability, workers' compensation, and employer's liability insurance coverage, with said coverage being applicable to the University's officers, employees, servants, and agents while acting within the scope of their employment or agency. **Students are not officers, employees, servants, or agents of the University and are not covered under the University's insurance.**
  - b. Site. The Site is a governmental entity and self-insured. The Site is responsible for the acts and omissions of its agents or employees, subject to any applicable limitations in Section 768.28, Florida Statutes. Students participating in the Internship are not officers, employees, servants, or agents of the Site and are not covered under the Site's insurance.

19. Professional Liability Insurance. The University does not provide professional liability insurance for students. If such insurance is required by the Site, the University will notify the student that the Site requires the student to purchase professional liability insurance.
  20. Non-Discrimination Policy. The Parties agree that in fulfilling their obligations under this Agreement, no person shall be subjected to discrimination based on race, color, sex, religion, national origin, disability, age, marital status, political affiliation, pregnancy, or any other basis prohibited by applicable federal and state law.
  21. Compliance with Law. The Parties agree to comply with all applicable federal and state laws and regulations in exercising their duties and obligations under this Agreement. This includes, but is not limited to, laws and regulations related to labor, employment, anti-discrimination, health and safety, data privacy, and intellectual property. The Site further agrees that it shall be solely responsible for ensuring the Internship, its facilities, and its equipment are accessible to students with disabilities.
  22. Public Records. This Agreement and any other records made or received by the Parties in connection with this Agreement are public records, which must be made available to the public upon request in accordance with Chapter 119, Florida Statutes, unless otherwise deemed confidential and/or exempt from disclosure.
  23. Representatives; Notices. The following Party representatives are the primary points of contact for the Internship. All notices required or permitted pursuant to this Agreement shall be in writing and sent via email to the Party representatives,
    - a. **University:** Taylor Stokes, Director Beyond120  
PO Box 112017, Gainesville, Florida 32611  
taylorwstokes@ufl.edu  
352-273-4071
    - b. **Site:** Allison Grubbs, Director, Broward County Libraries Division  
100 S. Andrews Avenue, Fort Lauderdale, Florida 33301  
agrubbs@broward.org  
954-357-7377and  
Tameka Bradley Hobbs, Ph.D., Library Regional Manager, African-American Research Library and Cultural Center  
2650 W. Sistrunk Blvd., Fort Lauderdale, Florida, 33311  
thobbs@broward.org  
954-357-6282
- In the event that different representatives are designated by either Party after execution of this Agreement, the name and contact information of the new representatives shall be furnished in writing to the other Party.
24. Governing Law. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida.

25. Third-Party Beneficiaries. Neither Party intends to primarily or directly benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.
26. Representation of Authority. This Agreement constitutes the legal, valid, binding, and enforceable obligation of the Parties, and neither the execution nor performance of this Agreement constitutes a breach of any agreement that either Party has with any third party or violates applicable law. The execution of this Agreement is within the Parties' legal powers, and each individual executing this Agreement on behalf of the Parties is duly authorized by all necessary and appropriate action to do so on behalf of such Party and does so with full legal authority. The sole and exclusive remedy available for any claim arising out of or relating to this Agreement shall be termination of the Agreement. All other remedies, whether legal or equitable, are hereby waived and excluded.
27. Verification of Employment Eligibility. The University and the Site both represent that they have registered with and use the E-Verify system maintained by the United States Department of Homeland Security to verify the work authorization status of all newly hired employees in compliance with the requirements of Section 448.095, Florida Statutes, and that entry into this Agreement will not violate that statute. If the University or the Site violates this section, the other party may immediately terminate this Agreement for cause.
28. Prohibited Telecommunications Equipment. The Parties represent and certify that, in performing under this Agreement, that they do not use any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, as such terms are used in 48 CFR §§ 52.204-24 through 52.204-26. The Parties shall not provide or use such covered telecommunications equipment, system, or services in performing under this Agreement during the Term.
29. Entire Agreement. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein, and the Parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.
30. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns.
31. Amendments. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each Party hereto.

32. Severability. This Agreement is severable such that should any provision of this Agreement be or become invalid or unenforceable, the remaining provisions shall continue in full effect.
33. Waiver. The Parties agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any Party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or a modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.
34. Assignment. This Agreement shall inure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, successors, and assigns; however, no party may assign any of its rights or responsibilities under this Agreement without the prior written consent of the other party.
35. Independent Contractor. Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or agency relationship between the Parties. Neither Party shall be bound by the acts or conduct of the other.
36. Counterparts. This Agreement may be executed in counterparts. The signature page of this Agreement may be delivered by facsimile or other electronic transmission, and the signatures thereon shall be deemed effective upon receipt by the intended receiving party.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized officers to execute and deliver this Agreement as of the date first above written.

FOR THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Recommended By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement: Broward County, through its Board of County Commissioners, signing by and through its County Administrator, authorized to execute same by Board action on the \_\_\_\_ day of \_\_\_\_\_, 2026; and the University, signing by and through its duly authorized representative.

COUNTY

BROWARD COUNTY, by and through  
its County Administrator

By: \_\_\_\_\_  
Monica Cepero

\_\_\_\_ day of \_\_\_\_\_, 2026

Approved as to form by  
Andrew J. Meyers  
Broward County Attorney  
115 South Andrews Avenue, Suite 423  
Fort Lauderdale, Florida 33301  
Telephone: (954) 357-7600

By \_\_\_\_\_  
De'Anne A. Jackson (Date)  
Senior Assistant County Attorney

By \_\_\_\_\_  
Danielle W. French (Date)  
Deputy County Attorney

DAJ/cv  
UF Internship Agreement  
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