



District School Board of Pasco County

20430 Gator Lane • Land O' Lakes, Florida 34638 • 813/ 794-2221

Heather Fiorentino, Superintendent

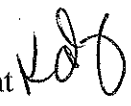
www.pasco.k12.fl.us

Department of Purchasing
Kendra Goodman, CPPO, CPPB, Purchasing Agent
813/ 794-2221 Fax: 813/ 794-2111
727/ 774-2221 TDD: 813/ 794-2484
352/ 524-2221 e-mail: kgoodman@pasco.k12.fl.us

April 5, 2011

MEMORANDUM

TO: Honorable School Board Members

FROM: Kendra Goodman, CPPO, CPPB, Purchasing Agent 

SUBJECT: Approval of Student Intern Agreement with Pasco-Hernando Community College

The Human Resources Department is requesting approval of the attached student internship agreement between the District School Board of Pasco County and Pasco-Hernando Community College. This agreement allows for final level college students from Pasco-Hernando Community College to gain work experience in the education field. There will be no cost to the District for this agreement.

At this time, we are requesting that the Board approve the above-referenced agreement which will cover April 5, 2011 through April 4, 2012. This agreement has been reviewed and approved by Nancy Alfonso, School Board Attorney.

Should you have any questions regarding this matter, please contact me at your earliest convenience.

KDG/sb
Attachments



District School Board of Pasco County

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638 • 813/794-2000

Heather Fiorentino, Superintendent

www.pasco.k12.fl.us

Department of Human Resources
Patricia Sinclair, Supervisor
813/794-2154 Fax: 813/794-2171
727/774-2154 TDD: 813/794-2484
352/524-2154

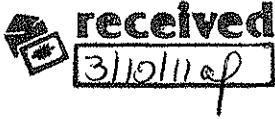
April 5, 2011

To: Kendra Goodman, Director of Purchasing

From: Pat Sinclair, Supervisor of Human Resources *PS*
Dr. Renee Sedlack, Director of Human Resources *RS*

The Student Teaching Agreement between Pasco-Hernando Community College and the District School Board of Pasco County Schools has been entered at no cost to the district. The District will host final level interns in its schools.

The Southern Association of Schools and Colleges and the Accrediting Commission for Colleges accredit Pasco-Hernando Community College.



PASCO-HERNANDO COMMUNITY COLLEGE
STUDENT INTERNSHIP AGREEMENT

This Agreement is made this 16 day of February, 2010 by and between The district Board of Trustees of Pasco-Hernando Community College (hereinafter referred to as "College") and

District School Board of Pasco County
(hereinafter referred to as "Employer");

Whereas, the College desires to place its students in the work environment of the Employer for a practical learning experience to supplement the classroom education of participating students; and

Whereas, the Employer desires to allow the College to place its students in the work environment of the Employer subject to the terms and conditions stated herein;

Now Therefore, in consideration of the mutual promises contained herein, the parties agree as follows:

I. Purpose of the Agreement

The purpose of this Agreement is to facilitate College student work experience in the work environment of the Employer. It is anticipated that students will develop good work habits and work traits that will lead to success in the workplace. Pursuant to this Agreement, College students will be permitted to work for the Employer as student interns under the direct supervision of the Employer's staff. Student internship assignments will be coordinated by a representative of the College who will initiate the arrangements to place particular students with the Employer. No compensation shall be payable to the Employer nor to the College as a result of this arrangement. The Employer may elect to pay student intern a reasonable wage for work performed, however, such compensation is not a requirement of this Agreement.

II. Responsibilities of the College

The College shall:

- 1. Identify those College students who are eligible for participation in the College Internship program, and refer eligible and interested students to the Employer for interviews;

CONTRACT REVIEWED AND APPROVED: [Signature]

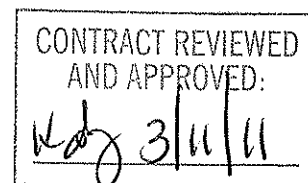
OCT 22 2010

2. Take into consideration the assignment preferences of the Employer and the students and based upon those preferences assign a student or students to the Employer for the internship program;
3. Work with the employer to develop a customized learning plan which will describe the kind of work the intern will perform and the skills the intern will utilize or develop as a result of the internship experience;
4. Provide the Employer with attendance and evaluation forms to facilitate the evaluation of the student intern by the Employer's staff;
5. Provide support to the Employer and assistance with finding resolutions to any questions or concerns that may arise during the course of the internship arrangement.

III. Responsibilities of the Employer

The Employer shall:

1. Notify the College anytime that the Employer recognizes an opportunity for a student intern to fill a position that will provide meaningful work and a valuable learning experience for the intern;
2. Provide the College with information about any requirements or qualifications that College students would have to meet in order to be eligible to fill an internship position with the Employer;
3. Interview students who have been referred by the college to the Employer and give feedback to the College as to the acceptability of any student interviewed;
4. Perform any screening or background investigations that the Employer determines to be necessary or appropriate, if ay, as to any student assigned to the Employer; The cost of the screening will be borne by the Intern or PHCC;
5. Provide the College with orientation materials and rules or policies that the Employer wishes to have the College present to student before a student is assigned to the Employer;
6. Supervise the daily activities of the student in the workplace;
7. Provide a safe work environment for the student in compliance with the applicable safety rules and regulation, and in accordance with State and Federal labor and employment laws;



OCT 22 2010

8. Provide insurance coverage for the student intern by including the student in the Employer's workers compensation insurance coverage in accordance with Florida law. Insurance requirement to be the responsibility of the intern or PHCC;
9. Encourage the student to complete his or her program of study by adjusting the hours of the student intern when necessary to accommodate the classroom work of the intern;
10. Notify the college promptly in the event that the student fails to complete the internship.

IV. Terms of Agreement

This Agreement shall be in effect from the date signed and until terminated by either party pursuant to this paragraph. Either party may terminate this agreement for any reason or for no reason at all by giving the other party written notice at least 30 days prior to the termination date. In the event of a termination of this Agreement, the Employer agrees to allow currently assigned interns to complete their internship assignment with the Employer.

V. Indemnification

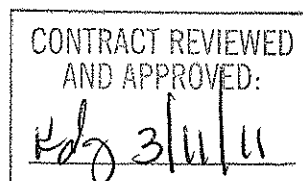
Each of the parties to this agreement hereby agrees to indemnify and hold the other party hereto harmless from and against any and all damages of any nature whatsoever which are caused or materially contributed to by the negligent or tortuous act of any officer, employee, agent of other representative of the indemnifying party and which are not caused or materially contributed to by the negligent or tortuous act of any officer, employee, agent or other representative of the indemnified party.

VI. Applicable Law

This Agreement shall be construed according to the laws of the State of Florida. Any litigation arising from this Agreement shall be brought in the appropriate court pursuant to applicable Florida law.

VII. Signatures

The undersigned represent that they are the duly authorized representatives of the parties and that they have full authority to execute this Agreement and bind the respective parties to this Agreement.



OCT 22 2010

THE DISTRICT BOARD OF
TRUSTEES OF PASCO-HENANDO
COMMUNITY COLLEGE

EMPLOYER

By: _____
Katherine M. Johnson, Ed.D.

By: _____

As its: President _____

As its: _____

Date: _____

Date: _____

Witness: _____

Witness: _____

CONTRACT REVIEWED
AND APPROVED:
Wdy 3/11/11

OCT 22 2010

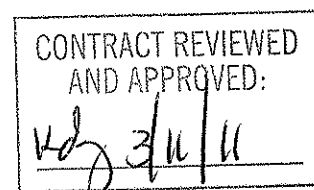
Attachment A

Confidential Information:

Confidential Information: Each party acknowledges that it will have access to certain confidential information of the other party concerning the other party's business plans, employees and students' personal information, clients, technology, and products, including the terms and conditions of this Agreement ("Confidential Information"): Confidential Information will include, but not be limited to, each party's proprietary software and customer, employee, student information. Each party agrees that it will not use in any way, for its own account or the account of any third party, except as expressly permitted by this Agreement, nor disclose to any third party (except as required by law or to that party's attorney's, accountants and other advisors on a need to know basis), any of the other party's Confidential Information and will take reasonable precautions to protect the confidentiality of such Confidential Information.

"Owner" refers to the party disclosing Proprietary Information hereunder, whether such party is the District School Board of Pasco County or vendor and whether such disclosure is directly from Owner or through Owner's employees or agents; and "Recipient" refers to the party receiving any Proprietary Information hereunder. Recipient hereby acknowledges and agrees that the Proprietary Information shall remain the sole and exclusive property of Owner. The disclosure of the Proprietary Information to Recipient does not confer upon Recipient any license, interest or rights of any kind in or to the Proprietary Information, except as provided under this Agreement. Recipient shall protect the Proprietary Information of Owner the same degree of protection and care Recipient uses to protect its own Proprietary Information, but in no event less than reasonable care. Each party shall promptly notify the other party of any actual or suspected misuse or unauthorized disclosure of the other party's Confidential Information.

Exceptions: Information will not be deemed confidential Information hereunder if such information: (i) is known to the receiving party prior to receipt from the disclosing party directly or indirectly from a source other than one having an obligation of confidentiality to the disclosing party; (ii) becomes a known (independently of disclosure by the disclosing party) to the receiving party directly or indirectly from a source other than one having an obligation of confidentiality to the disclosing party; (iii) becomes publicly known or otherwise ceases to be secretly or confidential, except through a breach of this Agreement by the receiving party; or (iv) is independently developed by the receiving party.



OCT 22 2010

Student Intern

District School Board of Pasco County

By: _____
Authorized Signature

By: _____
Authorized Signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

CONTRACT REVIEWED
AND APPROVED:
Wdy 3/11/11

OCT 22 2010



BUSINESS PARTNER - INTERN REQUEST

Please complete the following survey about your business, and the specific internship position(s) available at your business. This information will help the faculty supervisor advise the student when considering possible sites for interviewing.

Business Name _____

Business Contact Name _____ Title _____

Business Address _____ FL _____
Street City Zip Code

Business Phone (____) _____ Business Fax (____) _____

- The main focus of the business is: _____
(i.e., sales, banking, retail, financial services, health care, information, manufacturing, government, law utilities, publishing, education, general professional etc.)
- Indicate the number of business intern positions requested by your business.
General Management _____ intern position(s)
Secretarial/Administrative Assistant _____ intern position(s)
- Indicate the number of Computer Information intern positions requested by your business.
_____ intern position(s)
- What specific skills will you look for in your student intern? (computer, telephone, customer service, keyboarding, leadership, written communication, organizational, research, etc.)
A. _____
B. _____
C. _____
- In general, the business supervisor will expect the student to participate in what types of tasks? (i.e. project management, document production, computer programming, filing, guest reception, telephone/switchboard operation, stocking, etc. - be specific to your business when possible.)

- This will be a paid/unpaid internship opportunity. (please circle one)
If paid, the pay rate for this internship will be _____ per hour or a flat stipend of _____

Please return this form to:

Assistant Director of Career & Testing Services
Pasco-Hernando Community College
10230 Ridge Road
New Port Richey, FL 34654
Tel: 727-816-3334
Fax: 727-816-3485

