



Non-Affiliated Student Internship Agreement

Student Name:

UConn Health Host Department:

UConn Health Host:

Start Date:

End Date:

In keeping with UConn Health's commitment to serve through healing, teaching and discovery we are pleased to offer you an unpaid internship. The purpose of this internship is to supplement your education, and provide you an opportunity to gain valuable insight and experience. You will not be compensated and there is no expectation that it will result in employment at the conclusion of the training period. The work you perform must be under the supervision of your UConn Health host and may not displace the work of any paid employee of UConn Health. Neither UConn Health nor the host department will derive an immediate advantage from your internship.

I. **Participation Requirements**

Documentation Acceptance into an unpaid internship is subject to the satisfactory completion of all applicable documentation and onboarding requirements, including a criminal background check. Together with your academic advisor and UConn Health host, you are responsible for completing the following requirements prior to the onset of your experience:

1. Background Information Sheet/Criminal Background Check
2. UConn Health Confidentiality Policy
3. HIPAA Privacy and Security Training
4. Safety Checklist for Unpaid Individuals with Potential Exposure to Workplace Hazards
5. Self-learning Orientation Guidebook
6. Self-Learning Orientation Acknowledgement
7. Student Parking Registration Form
8. Verification of Health Requirements, Non-School Sponsored

Special Requirements:

9. Attachment A: academic requirements provided by appropriate individual
10. Current Resume or CV

II. **Compensation** You will not be compensated for this experience and you will not be considered an employee of UConn Health.

III. **Conduct and Compliance with Facility Rules** You will spend approximately _____ hours per week on internship activities until the completion of your experience provided that you continue to meet the performance requirements set forth in Attachment A and comply with all UConn Health rules and regulations. Unpaid interns are expected to conduct themselves consistent with the standards of professional behavior common to all University and departmental staff. UConn Health may withdraw a student from an internship for unacceptable practices or performance, reasons of health, or if in the opinion of UConn Health, the individual's continued participation in the program is detrimental to the individual, any patient or member of the staff.

IV. **Emergency Care** If you should be injured or become ill during your internship experience, UConn Health will provide emergency care similar to care which would be given to any visitor. You will be financially responsible for that care.

Emergency Contact

Name:

Relationship:

Phone:

V. **Photography Release** During the course of your internship, UConn Health may, on occasion, take photographs in which you may be included. The photographs are the property of UConn Health, and your signature below gives permission to reproduce for publication any photos taken.

VI. **Records Retention** A confidential record of the internship will be maintained in the host department in accordance with the State of Connecticut’s record retention policy.

Please contact your UConn Health host directly with any questions about your internship.

Statement of Agreement

This document does not serve as an employment contract but rather specifies the goals, intent and details of the arrangement between UConn Health and the Non-Affiliated Student.

Intern: I agree to adhere to the schedule and responsibilities as outlined in Attachment A. I agree to abide by all policies and procedures.

Signature of Intern

Date

UConn Health Host: I agree to supervise the activities of this intern, provide ongoing feedback to the intern and the faculty sponsor and complete all applicable documents.

Signature of UConn Health Department Host

Date

Senior Level Approval:

Signature of UConn Health Business Unit Senior Leader

Date

Senior Leader for Operational Units

- *Chief Executive Officer, UConn Health Executive Vice President for Health Affairs*
- *Chief Executive Officer, John Dempsey Hospital*
- *Vice President for Ambulatory Care*
- *Chief Financial Officer*
- *Vice President for Human Resources*
- *Chief Administrative Officer*
- *UConn School of Medicine Dean*
- *UConn School of Dental Medicine Dean*
- *Executive Director for Correctional Managed Health Care*