

**Instructional (Experiential Learning) Agreement  
for Students from Other Agencies/Schools Working at UNCG (Form C)**  
The University of North Carolina at Greensboro

*Office of the Provost – May 2007  
Amended August 2016*

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**I. Parties**

This Instructional Agreement (Agreement) is entered into between The University of North Carolina at Greensboro \_\_\_\_\_ (hereafter UNCG)  
*Name of Department*

and \_\_\_\_\_ (hereafter Institution).  
*Name of Institution/Agency*

**II. Purpose**

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

This Agreement confirms the mutually agreed terms and conditions of supervised experiences to be performed at UNCG in the \_\_\_\_\_  
*Name of Department*

by students of \_\_\_\_\_  
*Name of Institution/Agency*

enrolled in its \_\_\_\_\_ program (Program).  
*Name of Program*

**III. Term**

- A. The term of this Agreement shall commence on the date upon which the last signature is affixed hereto and will automatically renew annually unless either party provides at least ninety (90) days' written notice of its intent to terminate prior to the expiration of the then current annual term.
- B. This Agreement may be terminated by either party upon written notice of at least ninety

(90) days. In the event of a termination, the Parties should use their best efforts to ensure that the termination will not negatively affect students currently placed.

#### **IV. Compliance with UNCG and Institution Policies**

- A. Students working at UNCG will be subject to Institution's *Academic Integrity Policy* and *Student Code of Conduct*, copies of which will be provided to UNCG by the Institution Faculty Liaison. If alleged violations occur, UNCG will notify Faculty Liaison. If such alleged violations reasonably pose a threat to the student or others, the alleged violator may be suspended immediately by UNCG from participating in the Program. UNCG will promptly notify Faculty Liaison, who will arrange proper hearing procedures as soon as practical.
- B. UNCG shall require student participating in the Program to comply with all UNCG policies and procedures while the student is on the premises. In the case of inconsistency with Institution policies, UNCG policies will supersede unless UNCG and Institution agree on alternate provisions. UNCG will provide copies of such policies and procedures to Faculty Liaison and to students assigned to work at UNCG.

#### **V. Responsibilities of the Parties**

- A. The Institution shall:
  - 1. Select, register and place qualified students at UNCG through the Program.
  - 2. Establish directed practice objectives, dates, times, general assignments, and number of participating students in cooperation and coordination with UNCG.
  - 3. Provide UNCG with a current directed practice handbook, including an orientation to the Health Information Technology Program, written guidelines and objectives for the directed practice, evaluation tools, and forms needed to document student progress and program evaluation, and deadlines.
  - 4. Inform UNCG of the Institution's academic calendar and inform students of obligation to report to UNCG when classes are not in session.
  - 5. Notify UNCG in writing of any proposed changes in the academic program that would affect directed practice.
  - 6. Provide UNCG a statement certifying that each student has had a tuberculin test and/or chest x-ray within the year, a tetanus booster within the past ten (10) years, a positive Rubella titer or Rubella vaccine and other vaccinations or health requirements as required by UNCG, Federal, and North Carolina law.

7. Inform and monitor compliance of all students through a written agreement with each student to include:
  - a. Attend orientation sessions regarding learning activity.
  - b. Each participating student shall also sign a certification, in the form of *Exhibit A* that he or she has read this agreement and accepts its terms. By signing the form in *Exhibit A*, each student also authorizes UNCG and the Institution to exchange records, including academic and health records, concerning the student in the performance of the duties pursuant to this Agreement.
  - c. Negotiate a set of learning objectives with UNCG and the Institution and provide to each a written statement of objectives.
  - d. Participate in all individual or group meetings associated with learning activity.
  - e. Give prior notice of necessary absence to appropriate UNCG and Institution personnel.
  - f. Each student shall obtain and maintain health insurance and a liability insurance policy covering each student for professional liability in the amount of one million (\$1,000,000) dollars per incident with a maximum of three million (\$3,000,000) dollars per year. Institution will provide to UNCG copies of certificates of insurance which provided to the faculty liaison by the participating students.
  - g. Comply with all applicable UNCG policies and operational procedures.
  - h. Maintain professional standards of confidentiality.
  - i. Each participating student shall obtain UNCG's written approval prior to publication of confidential or proprietary information related to the internship or UNCG's operations. Confidential or proprietary information is defined as all patient care and patient identifying information, as well as all business information covering unique hospital specific operations, strategic planning, personnel, financial and information management systems information.
  - j. The student shall be responsible, including financial responsibility, for treatment and follow-up for any injuries that occur while at UNCG.
  - k. Provide personal transportation to and from the learning activity.
8. Provide liability insurance for Institution's instructors in the amount of one million (\$1,000,000) dollars per incident with a maximum of three million (\$3,000,000) dollars per year, limited to incidents involving students.

9. Identify that the Faculty Liaison who will be the primary contact for specified learning activities is \_\_\_\_\_.

*Name of Faculty Liaison*

B. UNCG shall:

1. Provide opportunities for student observation and/or participation at UNCG.
2. Provide a safe environment in compliance with all federal and state laws and inform students of hazardous conditions and unusual circumstances that may create unsafe conditions.
3. Provide to Faculty Liaison and students written policies and operational procedures to which students are expected to adhere while they are at UNCG.
4. Provide to Faculty Liaison a list of duties or job description for student placements with notation of any specific requisite skills or abilities and essential functions.
5. Participate in planning or evaluation sessions with students and, where appropriate, with Institution faculty.
6. Identify the UNCG personnel primarily responsible for supervising the program.
7. Provide on-site supervision and guidance to learning activity.
8. Provide the student with access to first aid and emergency care for illness or accidents occurring on the property operated by UNCG. The student may be seen at UNCG's Student Health Services and will be charged usual and customary fees. After treatment is rendered and the investigation of the incident is complete, if it is determined that such illness or accident is a result of negligence on the part of UNCG these fees will be waived.
9. Notify Faculty Liaison of unsatisfactory performance or misconduct of student and provide documentation of any charge to Faculty Liaison. If a student fails to comply with UNCG's policies and procedures, UNCG may temporarily suspend that student from further participation in the program on its premises pending a hearing to be held by the Institution. UNCG agrees that it will cooperate in providing necessary evidence at such a hearing. If the charges are affirmed at the hearing, the student may be terminated from all participation in the program on UNCG's premises. If the charges are rejected, UNCG agrees to reconsider its decision to bar student from its premises.
10. Provide timely final evaluation of student performance in the manner specified by the Institution.
11. Conduct exit interviews with students that will include discussion of UNCG's final evaluation.

**C. The following provisions are only applicable to internships performed at UNCG Student Health Services.**

1. Institution shall provide the student with a directed practice handbook and orientation to the expected outcomes of directed practice and training with appropriate documentation of the Occupational Safety and Health Administration's (OSHA) Bloodborne Pathogens standards. Compliance with Bloodborne Pathogens Standard: The Institution shall provide training to its students in universal precautions prior to assigning a student to participate in an internship at UNCG. UNCG will be responsible for providing appropriate personnel protective equipment required to comply with OSHA Standards as such compliance relates to the performance of this Agreement. The Institution shall provide documentation to UNCG that each participating student has received the hepatitis B vaccine or has declined such vaccine in writing.
2. Institution shall comply with the policy concerning work restrictions for personnel with infectious diseases, which is attached hereto as *Exhibit B*. Additionally, each student shall submit a completed health evaluation before being accepted by UNCG to participate in an internship at UNCG.
3. The student shall be responsible, including financial responsibility, for treatment and follow-up if the student is exposed to blood or other potentially infectious materials while at UNCG during directed practice rotations. The results of the evaluation and follow-up must be reported by the student to UNCG.
4. Institution shall agree that all of its students, faculty and staff shall comply with applicable federal, state and other laws, rules and regulations. All students shall wear a specified nametag indicating both their names and their status as students. Any student who violates UNCG policies or rules may be withdrawn by the Institution upon the request of UNCG in consultation with the Health Information Technology Program Director.
5. Institution shall provide UNCG with a signed copy of each student's *Acknowledgement of Confidentiality of Medical Information/Code of Conduct for Directed Practice, Health Information Form, Statement of Understanding OSHA's Bloodborne Pathogen Standard, and Responsibility for Accident/Injury Statement*.
6. UNCG will provide the student with access to initial counseling and treatment following an inadvertent HIV exposure in accordance with UNCG's policies and procedures for exposure to non-employee health care workers. In the event of an exposure, the student should immediately report the incident to his/her supervisor at the Agency. The student may be seen at UNCG's Student Health Services and will be charged usual and customary fees. After treatment is rendered and the investigation of the incident is complete, if it is determined that such illness or accident is a result of negligence on the part of UNCG, these fees

will be waived. A copy of UNCG's policy for *Inadvertent Exposure to Bloodborne Pathogens* is available upon request.

**VI. Number of Placements**

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

**VII. Nondiscrimination**

The parties agree to perform their duties under this Agreement without discrimination on the basis of race, sex, religion, national origin, age, and handicap. UNCG agrees to accept qualified students with disabilities from the Institution in accordance with *Section 504 of the Rehabilitation Act of 1973* and *The Americans with Disabilities Act of 1990*, and as amended, as long as the Institution notifies UNCG of the student's disability and appropriate medical documentation at least thirty (30) days prior to commencement of the program. The Institution's Accessibility Resources and Services office will consult with the UNCG supervisor on a case-by-case basis to determine whether the Institution or UNCG will supply the reasonable accommodation(s). In the event UNCG furnishes the reasonable accommodation(s) for the student, the Institution agrees to reimburse UNCG for costs incurred for providing said reasonable accommodation(s), except for accommodation(s) involving permanent structural alterations to UNCG property.

**VIII. Monetary Compensation to Student Requiring Separate Agreement**

Students placed in learning activities under this Agreement receive college credit toward an academic degree, including where appropriate, hourly units. Monetary compensation to students is not provided under the terms set out herein.

**IX. Employment**

Students are not considered employees of either UNCG or the Institution.

**X. Entire Agreement**

This Agreement represents the entire agreement between the parties and may not be modified without the written consent of both parties. This Agreement shall be construed and governed by North Carolina law, and any disputes shall be filed in a North Carolina court of competent jurisdiction. In witness whereof, the parties hereto have caused this Agreement to be signed by their respective authorized representatives.

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The University of North Carolina at Greensboro

**SIGNATURES**

**University of North Carolina at Greensboro**

**By:** \_\_\_\_\_  
*Signature of Department Dean*

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

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

**College/Agency**

**By:** \_\_\_\_\_  
*Signature*

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

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

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

**Exhibit A**

**UNCG INTERNSHIP CERTIFICATION and  
CONSENT TO RELEASE PERSONAL INFORMATION for  
STUDENTS PERFORMING INTERNSHIPS AT UNCG**

I, \_\_\_\_\_, in consideration for the opportunity to perform  
*(Intern's name)*  
an internship at UNCG, certify that I have read the internship agreement between my college or agency and UNCG dated \_\_\_\_\_, and agree to abide by those terms that impose duties and obligations upon me.

I also authorize UNCG and my college or agency to exchange evaluations, academic and health records, and any other documents containing personal information pertaining to my participation in and performance of the internship. I understand that the parties will maintain the confidentiality of that information in accordance with FERPA, HIPAA, and other applicable privacy laws.

This \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
*(Intern's Signature)*

**WHERE IS EXHIBIT B?**