DEPARTMENT OF VETERANS AFFAIRS
Regional Office
345 Perry Hill Road
Montgomery, AL 36109

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
DEPARTMENT OF VETERANS AFFAIRS REGIONAL OFFICE (VARO)
AND THE
UNIVERSITY OF WEST FLORIDA

SUBJECT: Intern Program Working Agreement

1. PURPOSE: This MOU between parties provides the basis for developing mutual understanding between the Department of Veterans Affairs Regional Office, Montgomery, Alabama, and the University of West Florida, acting for and on behalf of the University of West Florida Board of Trustees, in providing an internship for undergraduate and graduate students in counseling/social work under the following conditions:

2. The internship will be conducted through the mutual efforts of the person designated by the University of West Florida as the Internship Coordinator and the person designated by the Director, VA Regional Office, as the Internship Supervisor.

3. General Provisions:

   a. Number of Students - one student at any time in the VA Regional Office, Montgomery, Alabama. Due to the varied nature of the internship experience, the intern can be expected to participate in evaluations and case management activities at both the VA Regional Office and approved training facilities.

   b. Program of Education - a training plan will be prepared for each student in advance. Training goals will be clearly defined and a program outline will be clearly developed by the coordinator and supervisor for each intern. The internship experience will take place during the latter stages of the student's education program.

   c. Duration of Training - negotiable

   d. Tour of Duty - Monday through Friday, 8:00 AM to 4:30 PM, Central Standard Time. Legal holidays and school breaks will be recognized.
4. The Internship Coordinator at the University of West Florida will:
   
a. Provide the Internship Supervisor with the internship requirement for each student prior to the start of the internship.

b. Visit the training facility at least annually to assist the Internship Supervisor and to evaluate the program in general.

5. The Internship Supervisor will provide the following information concerning each student to the Internship Coordinator.

   a. Level of performance at the end of the training period.

   b. Report of progress at least midway through the program.

   c. Interim performance reports or suggested areas for further training as needed in individual cases.

6. In addition, the Internship Supervisor will plan student assignments to include:

   a. Counseling and Case Management experience with selected clients of the Vocational Rehabilitation and Counseling Division;

   b. Professional case staffing;

   c. Staff meetings;

   d. Vocational and educational assessment opportunities;

   e. In-service educational programs;

   f. Administrative experiences; and

   g. Other activities as deemed necessary or desirable.

7. The students will work in accordance with acceptable counseling or rehabilitation practices under the close supervision of the Internship Coordinator and the Internship Supervisor. Particular attention will be paid to the protection of the privacy of the clients as well as all records pertaining to them.
8. Liability of the VA in the event of injury to a student while assigned to the VA Regional Office or while in travel status as part of the internship program is limited to the provision of Title 18, United States Code. Daily commuting to and from the work site is not included.

9. Defense of certain malpractice and negligence suits may be provided by the US Government under 1346(b) and 2672 of Title 28, United States Code.

10. In selecting students for this internship program, neither the University of West Florida nor the VA Regional Office will discriminate because of race, color, religion, sex, national origin, or any other factor unrelated to the student's academic readiness and need for this experience.

11. This agreement is not time-bound, but will be reviewed annually by both the University of West Florida and the VA Regional Office. It may be modified at any time by mutual agreement between the University of West Florida and the Regional Office. This agreement may be terminated by either party with 30 days written notice to the other. However, any student actively participating in this internship will be allowed to complete the period specified in their training plan.

12. This agreement will be effective when the appropriate signatures are affixed below.

APPROVED BY:

RICHMOND H. LAISURE, Ed.S, CRC
Vocational Rehabilitation and Employment Officer

DATE

APPROVED BY:

Dr. CHULA G. KING
Provost, University of West Florida

10/24/07
DATE

RICARDO F. RANDLE
Director

DATE

Approved As To Form And Legality:

UWF Attorney