



May 29, 2018

TO: Mayor Teresa Jacobs
- AND -
Board of County Commissioners

FROM: J. Ricardo Daye, Human Resources Director *Griffin for J.R. Daye*

SUBJECT: Consent Agenda – June 5, 2018
Approval of Affiliation Agreement, Y18-294, for the Experiential Learning
Placement Program

CONTACT: Natasha Griffin (407) 836-5462

The University of Central Florida Board of Trustees (“UCF”) provides accredited programs within various fields of study (such as nursing, social work, and education) and requires that students enrolled within those programs obtain “real world” experience. The County has served as a host agency for these interns and UCF wishes to continue securing experiential learning placements with the County for those students in the County’s Family Services, Fire Rescue, and Health Services Departments. This agreement establishes an Experiential Learning Placement Program in order to continue to facilitate the placement of UCF’s students at the County’s participating placement departments and divisions in order to ensure that those placements are done in a manner that is beneficial to both UCF’s programs of study and the County’s operations.

The County Attorney’s office, Risk Management, Family Services, Fire Rescue and Health Services Departments have all reviewed and concur with this request. Implementation of this agreement will be coordinated between Human Resources, UCF and these departments following the approval by the Board.

ACTION REQUESTED:

Approval and execution of Affiliation Agreement between Orange County, Florida and the University of Central Florida Board of Trustees related to Experiential Learning Placement Program for a term ending December 31, 2018. Further authorization is requested for the Mayor or designee to approve any amendments to this Agreement and to execute one renewal.

C: Ajit Lalchandani, County Administrator
Eric Gassman, Chief Accountability Officer

AFFILIATION AGREEMENT

between

ORANGE COUNTY, FLORIDA

and

THE UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES

related to

EXPERIENTIAL LEARNING PLACEMENT PROGRAM

THIS AFFILIATION AGREEMENT ("Agreement") is entered into by and between **ORANGE COUNTY, FLORIDA** (the "County"), a charter county and political subdivision of the State of Florida located at 201 South Rosalind Avenue, Orlando, Florida 32801, for the benefit of certain County departments and divisions and **THE UNIVERSITY OF CENTRAL FLORIDA BOARD OF TRUSTEES** (the "University"), a Florida public university, located at 4000 Central Florida Boulevard, Orlando, Florida 32816, for the benefit of the certain University departments. The County and the University may be referred to herein individually as "party" or collectively as "parties."

WHEREAS, the University provides accredited programs within various fields of study, a list of which is attached hereto as **Exhibit "A"**, and desires that students enrolled within these programs are afforded the opportunity to obtain "real world" experience by securing experiential learning placements (also known as "internships" or "externships") with third parties;

WHEREAS, the County has the appropriate placement departments and divisions, as well as the requisite supervisory personnel, for providing the University's students with experiential learning placements that are relevant to the University's programs of study, a list of which is attached hereto as **Exhibit "B"**; and

WHEREAS, the County and the University desire to establish and implement an Experiential Learning Placement Program (the "Program") in order to facilitate the placement of the University's students at the County's participating placement departments and divisions in order to ensure that those placements are done in a manner that is beneficial to both the University's programs of study and the County's operations.

NOW AND THEREFORE, in consideration of the mutual promises herein, the University and the County agree as follows:

Section 1. Recitals. The above recitals are true and correct, and are hereby incorporated as a material part of this Agreement.

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Section 2. Documents.

A. The documents that are hereby incorporated by reference or attachment, and therefore form this Agreement, are:

1. This Agreement;
2. **Exhibit A:** Participating University Departments;
3. **Exhibit B:** Participating County Placement Departments and Divisions; and
4. **Exhibit C:** Experiential Learning Placement Program Internship Application.

Section 3. Definition of “Intern”.

A. Under this Agreement, and the Program described herein, an “Intern” is an individual – whether paid, unpaid, or obtaining academic credit – that for the duration of their participation in this Program is:

1. Enrolled as an active student at the University; and
2. Is engaging in an experiential learning placement that is beneficial to both that student and to the County facility at which that placement is located.

B. For the purposes of this Agreement, and the Program described herein, an Intern is **not** a student, or any University faculty, staff, associate, and/or volunteer, that is pursuing research and/or observational objectives.

Section 4. Responsibilities of the County.

A. The County shall:

1. Designate a person within each of the County’s participating departments and divisions to serve as liaison (“County Liaison”) and provide to the University, in writing, the name, contact information, and professional credentials of the County Liaison prior to the beginning of any Intern’s experiential learning placement;
2. Ensure that all Interns meet the County’s hiring standards and provide Interns with an appropriate orientation regarding the County’s policies and procedures;
3. Provide Interns with the opportunity to obtain “real world” experience under appropriate supervision;
4. Notify the University, in writing, of any Intern whose work or conduct with the County’s clients, patients, students, or personnel is not, in the sole opinion of the County, in compliance with acceptable procedures or standards of performance, or could otherwise disrupt patient care or the County’s operations;

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5. Retain ultimate responsibility for the work-place and its operations;
6. Ensure, at the Intern's own personal expense, that emergency care for injuries or acute illness which occur or commence while an Intern is on duty at the respective County facility is provided;
7. Endeavor to comply with all applicable requirements of any accreditation authority over the County or University and certify such compliance to the University upon request; and
8. Permit the authority responsible for accreditation of the University's curriculum to inspect the participating County department or division facilities, services, and other related items during the regular hours of operation of those facilities, services, and other related items.

Section 5. Responsibilities of University.

A. The University shall:

1. Designate a member of the University faculty ("University Liaison") within each participating University Department to coordinate the educational experience of participating students with the relevant County Liaison. The University shall provide to the County the name and applicable contact information of the University Liaison prior to the beginning of any Intern's experiential learning placement;
2. Assign only those students to serve as Interns who have satisfactorily completed the portions of the University's curricula which are a prerequisite for participation in the Program;
3. Require all University staff or faculty to abide by HIPAA by complying with the confidentiality requirements of this Agreement and by reporting any suspected breaches of those requirements as required by Section 9 herein; and
4. Inform Interns participating in the Program that those Interns shall:
 - a. Complete the County's Experiential Learning Placement Program Internship Application ("Internship Application"), the current version of which is attached hereto as **Exhibit "C"** and which may be revised and redistributed to the University by the County without need to amend this Agreement;
 - b. Wear appropriate attire or the assigned uniform while on duty;

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- c. Comply with the County's policies and procedures including, but not limited to, the County's policies on confidentiality and disclosure of information, as well as the requirements related to and responsibilities under HIPAA, in keeping with the requirements of Section 9 herein;
- d. Comply with all applicable federal, state, and local law, ordinances, rules, and regulations; and
- e. Obtain **prior** written approval of both parties to this Agreement before publishing any material in any journals, books, periodicals or other similar outlets related to the learning experience provided under the terms of this Agreement.

Section 6. Hiring and Screening Procedures.

A. No later than thirty (30) days prior to the beginning of the upcoming semester, the University Liaison for a participating University department shall provide the completed Intern Applications to the County Liaison of the relevant County departments or divisions with which its Interns wish to obtain an experimental learning placement. If an Intern's departmental supervisor is not listed in **Exhibit "A"**, the University shall also provide the County, in writing, the name and contact information of that Intern's departmental supervisor.

B. **All Interns.** The University acknowledges that all Interns selected to participate in the Program by the County shall meet the County's hiring standards, regardless if they are paid or unpaid. The County reserves the right to deny participation to any Intern, including any who do not complete the County's Student Intern Employment Agreement or who refuse to provide all required documentation (such as photo identification or driver's license, social security card, official transcripts, etc.) prior to that Intern's placement with the County.

C. **Interns with Vulnerable Population Contact.** All Interns present on the County's premises and who, by nature of their experiential learning placement, will be engaged in the provision of services to "vulnerable persons" as defined in Section 435.02, Florida Statutes ("Vulnerable Persons"), may be required to complete a background screening in compliance with Section 435.04 (Level 2 screening standards), Florida Statutes. **Such screening shall not be conducted at the County's expense.**

- 1. All individuals in positions (whether paid or unpaid) requiring Level 2 screenings shall be subject to – and shall complete – such screenings prior to access, supervision, and/or direct care of any Vulnerable Person under this Agreement. Screenings shall include an initial Level 2 background screening with additional Level 2 background screening performed thereafter at five (5) year intervals.
- 2. Level 2 background screenings shall consist of an employment history check which shall include fingerprinting. Fingerprints shall be used to process the following screenings:

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- a. Statewide Criminal and Juvenile Records Check through the Florida Department of Law Enforcement;
 - b. Federal Criminal Records Check through the FBI; and
 - c. May include Local Criminal Records Check through Local Law Enforcement.
3. The County shall identify the Interns who will need Level 2 background screening and inform the University.
4. The University shall:
 - a. Ensure that those identified Interns undergo a background screening that meets the requirements of Section 435.04, Florida Statutes; and
 - b. Review the results of the identified Interns background screenings and provide written assurance to the County that: (i) the background screenings for those Interns were adequately completed; and (ii) the Interns meet the criteria in Section 435.04, Florida Statutes, to work with Vulnerable Populations.
 - c. The County reserves the right to review the background screening results of any Intern whose background screening for whom the University has provided written assurance upon request.

Section 7. **No Guarantee of Placement.** Both the County and the University acknowledge that neither party guarantees placement, or the maintained placement, of any applicant to, or Intern within, the Program.

Section 8. **Removal from Premises.** The County may, in its sole and absolute discretion, remove any University faculty, employee, student, or Intern from the County's premises or Program at any time. In such event the removal is of an Intern, said Intern's participation in all assignments with the respective placement department or division shall immediately cease, and they shall only be permitted to resume such assignments upon mutual agreement by the County and the University.

Section 9. **HIPAA Privacy and Security Rules.**

A. The County shall provide all Interns with compliance training in the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. §1320d through d-8 ("HIPAA"), and the requirements of any regulations promulgated thereunder including, without limitation, the federal privacy regulations as contained in 45 CFR Part 164 (the "Federal Security Regulations"), prior to any Intern's participation in the Program.

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B. By execution of this Agreement, the University hereby certifies that no Intern shall be expected to share or disclose to the University – including the Intern’s supervisory faculty or any other University employee – any information and/or data that:

1. Is protected health or personally identifiable information; or
2. Has not been “de-identified” in compliance with the HIPAA Safe Harbor Standard, 45 CFR §165.514.

C. Within forty eight (48) hours of discovery, the University shall report to the County’s HIPAA Privacy Officer any use or disclosure in violation of this Agreement, HIPAA, the Federal Privacy Regulations, or the Federal Security Regulations of a patient’s Protected Health Information (“PHI”). The County’s HIPAA Privacy Officer shall be contacted at:

Orange County HIPAA Privacy Officer
2002A East Michigan Street
Orlando, Florida 32806
Privacy.Officer@ocfl.net

Section 10. Term of Agreement.

A. This Agreement shall remain in effect until December 31st of the year of execution and can be renewed thereafter for one (1) year periods by written mutual consent of both parties.

B. The parties hereby agree that the terms of this Agreement shall be extended to permit Interns enrolled in the Program at the time of termination to complete their participation in the Program with the County, so long as they remain compliant with the requirements set forth herein. For the purposes of this section, “termination” covers both a lack of a timely renewal as well as termination with or without cause as provided for in this Agreement.

Section 11. Termination of Agreement. Either party may cancel this Agreement at any time, either with or without cause. The terminating party shall give the other party thirty (30) days written notice of its intention to terminate this Agreement, with or without cause. If such notice is given, this Agreement shall terminate at the end of the thirty (30) days’ notice.

Section 12. Notices. All notices under this Agreement shall be in writing and delivered by hand delivery, express courier, or United States Postal Service certified mail with return receipt requested, and shall be effective upon receipt of the same. Notices shall be delivered to the applicable University Liaison and County Liaison, as identified in **Exhibits “A” and “B”**, and to each of the parties at the following addresses or at such other addresses as specified by written notice in compliance with the terms of this paragraph.

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To the County: Orange County, Florida
Attn: Manager, Procurement Division
P. O. Box 1393
Orlando, FL 32082-1393

Copy to: Orange County Administrator
P. O. Box 1393
Orlando, FL 32802-1393

To the University: Provide notice to the Intern's University Liaison using the relevant contact information provided in **Exhibit "A."**

Copy to: UCF Office of the General Counsel
4365 Andromeda Loop N. MH360
Orlando, FL 32816-0015

Section 13. Independent Contractor. The relationship of the parties hereunder shall be an independent contractor relationship, and not an agency, employment, joint venture or partnership relationship. Neither party shall have the power to bind the other party or contract in the name of the other party. All persons employed by a party in connection with this Agreement shall be considered employees of that party and shall in no way, either directly or indirectly, be considered employees or agents of the other party. The University's students shall participate in the Program for the sole purpose of fulfilling specific requirements for clinical experiences as part of a degree requirement and, therefore, the University's students are not to be considered employees or agents of either the University or the County for any purpose, including Worker's Compensation, employee benefits programs, or other form of compensation.

Section 14. Indemnification. The University agrees to indemnify the County as set forth within this section:

A. If the University is a public institution within the State of Florida, each party agrees to defend, indemnify and hold harmless the other party, its officials and employees from all claims, actions, losses, suits, judgments, fines, liabilities, costs and expenses (including attorneys' fees) attributable to its negligent acts or omissions, or those of its officials and employees acting within the scope of their employment, or arising out of or resulting from the indemnifying party's negligent performance under this agreement. Nothing contained in this Agreement shall constitute a waiver of sovereign immunity or the provisions of Section 768.28, Florida Statutes. The foregoing shall not constitute an agreement by either party to assume any liability for the acts, omissions and/or negligence of the other party.

B. If the University is a private institution or institution outside the State of Florida, to the fullest extent permitted by law, the University shall defend, indemnify, and hold harmless the County, its officials, agents, and employees from and against any and all claims, suits, judgments, demands, liabilities, damages, cost, and expenses (including attorneys' fees) of any kind or nature whatsoever arising directly or indirectly out of or caused in whole or in part by

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any act or omission of the University or its students, anyone directly or indirectly employed by them, or anyone for whose acts any of them may be liable. Nothing contained in this Agreement shall constitute as waiver by the County of sovereign immunity or the provisions of Section 768.28, Florida Statutes. It is agreed by the parties that specific consideration has been paid under this Agreement for this provision.

Section 15. **Insurance.** The University shall procure insurance as required within this section:

A. If the University is a public institution within the State of Florida, these insurance requirements shall apply:

1. The University shall procure and maintain, during the term of this Agreement and any renewal thereof, professional liability insurance (including sexual abuse and molestation) for itself and its employees for a claim or judgment by any one person in a sum not exceeding \$200,000 and for all claims or judgments arising out of the same occurrence in a total amount not to exceed \$300,000. Evidence of such insurance coverage shall be made available to the County prior to the student starting the field educational experience and the student shall not begin the field experience until the County has approved of the insurance documentation.
2. The University shall also, if applicable, procure and maintain, during the term of this Agreement and any renewal thereof, for student participants in assigned practicums to provide general and professional liability protection at the limit of one million dollars (\$1,000,000) while they are engaged in activities pursuant to this Agreement. The University shall submit certificates of protection to facility evidencing such coverage at the time of the execution of this Agreement, and at any renewals thereafter. In the event the University's students in the Program will not have patient contact, the University shall not be required to procure and maintain any such policy or policies of liability coverage as described above.

B. If the University is a private institution or an institution outside the State of Florida, these insurance requirements shall apply:

1. The University shall procure and maintain, during the term of this Agreement and any renewal thereof, professional liability insurance (including sexual abuse and molestation), for itself and its employees for a claim or judgment by any one person in a sum not exceeding \$1,000,000 and for all claims or judgments arising out of the same occurrence in a total amount not to exceed \$3,000,000. Evidence of such insurance coverage shall be made available to the County prior to the student starting the field educational experience and the student shall not begin the field experience until the County has approved of the insurance documentation.

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2. The University shall also, if applicable, procure and maintain, during the term of this Agreement and any renewal thereof, for student participants in assigned practicums to provide general and professional liability protection (either through the College's program or by individual coverage for each student with a limit of one million dollars (\$1,000,000) while they are engaged in activities pursuant to this Agreement. The University shall submit certificates of protection to facility evidencing such coverage at the time of the execution of this Agreement, and at any renewals thereafter. In the event the University's students in the Program will not have patient contact, the University shall not be required to procure and maintain any such policy or policies of liability coverage as described above.

Section 16. Records Management. The University shall retain copies of all records associated with this Agreement for a period of five (5) years from the date of termination. In the event of litigation, claim, or audit findings, the record retention period shall be five (5) years from the time of resolution of the litigation, claim, or audit findings. Should the University dissolve or otherwise terminate this Agreement without the capability of retaining the records, as required herein, all such records shall be transferred to the County.

Section 17. Public Records.

A. All books, documents, records, and accounts related to this Agreement shall be subject to the applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. All records or documents created by, or provided to, the County, the University or Intern under the terms of this Agreement are public records and the County and the University agree to comply with any request for such public records or documents made in accordance with section 119.07, Florida Statutes. If the record requested is in the possession of an Intern, the University agrees to assist the County in obtaining that record if necessary.

B. The University shall make available copies of all records associated with this Agreement for examination or inspection. The University shall comply with all requests for public records associated with this Agreement in accordance with Florida's Public Records Law and other applicable State law requirements. The County shall make available copies of all records associated with this Agreement for examination or inspection. The County shall comply with all requests for public records associated with this Agreement in accordance with Florida's Public Records Law and other applicable State law requirements.

C. If the University has questions regarding the application of Chapter 119, Florida Statutes, to the University's duty to provide Public Records relating to this Agreement, contact the Procurement Public Records Liaison at 400 East South Street, 2nd Floor, Orlando, Florida 32801, ProcurementRecords@ocfl.net, (407) 836-5897. If the County has questions regarding the application of Chapter 119, Florida Statutes, to the County's duty to provide Public Records relating to this Agreement, contact the University's Custodian of Public Records at Office of the General Counsel, (407)823-2482, gcounsel@ucf.edu, University Of Central Florida, 4365 Andromeda Loop N., Millican Hall, Suite 360, Orlando, FL 32816-0015.

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D. Both parties to this Agreement are subject to the requirements of Chapter 119, Florida Statutes. As such, each party will comply with its obligations under Chapter 119, Florida Statutes, and each party will cooperate with the other in the handling of public records created under this Agreement. Notwithstanding anything set forth in any provision of this Agreement to the contrary, neither party will be required to modify records kept in the normal course of business by that party in order to provide copies of those records to the other party, and neither party will be required to destroy any records in its custody in violation of Chapter 119, Florida Statutes.

Section 18. General Provisions.

A. **Assignment.** Neither party shall have the right, directly or indirectly, to assign, transfer, convey or encumber any of its rights under this Agreement without the prior written consent of the other party. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the parties.

B. **Performance.** A delay in or failure of performance of either party that is caused by occurrences beyond the control of either party shall not constitute a default hereunder, or give rise to any claim for damages.

C. **Counterparts.** This Agreement may be executed in one or more counterpart copies. Each counterpart copy shall constitute an agreement and all of the counterpart copies shall constitute one fully executed agreement. This Agreement may be executed on facsimile counterparts.

D. **Applicable Law and Venue.** The validity, interpretation and enforcement of this Agreement shall be governed by the laws of the State of Florida. Venue for any litigation under this Agreement shall be in the Ninth Judicial Circuit Court of the State of Florida in and for Orange County, Florida or the Orlando Division of the United States District Court for the Middle District of Florida.

E. **Jury Waiver.** Each party to this Agreement irrevocably waives, to the fullest extent permitted by law, any right it may have to trial by jury in any proceeding directly or indirectly arising out of or relating to this agreement.

F. **Attorneys' Fees and Costs.** The parties shall each bear their own costs, expert's fees, attorneys' fees, and other fees incurred in connection with this Agreement and any dispute or litigation that arises either directly or indirectly from this Agreement.

G. **Severability.** The provisions of this Agreement are declared by the parties to be severable. However, the material provisions of this Agreement are dependent upon one another, and such interdependence is a material inducement for the parties to enter into this Agreement. Therefore, should any material term, provision, covenant or condition of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, the party protected or benefited by such term, provision, covenant, or condition may demand that the parties negotiate such reasonable alternate contract language or provisions as may be necessary either to restore the protected or benefited party to its previous position or otherwise mitigate the loss of protection or benefit resulting from the holding.

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H. **Nondiscrimination.** In performance of this Agreement, neither party shall discriminate against any person on the basis of race, color, religion, sex, sexual orientation, gender identity or gender expression, national or ethnic origin, disability, or veteran or marital status.

I. **Amendments.** No change in, modification of, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the full execution of this by authorized representatives of County and University.

J. **Survivorship.** Those provisions which by their nature are intended to survive the expiration, cancellation, or termination of this Agreement, including, by way of example only, the indemnification and public records provisions, shall survive the expiration, cancellation, or termination of this Agreement.

K. **Effective Date.** This Agreement shall become effective on the date upon which it has been fully executed by the parties.

L. **Authority of Signatory.** Each signatory below represents and warrants that he or she has full power and is duly authorized by their respective party to enter into and perform this Agreement. Such signatory also represents that he or she has fully reviewed and understands the above conditions and intends to fully abide by the conditions and terms of this Agreement as stated.

M. **Entirety of Agreement.** This Agreement contains the entire Agreement between the parties and supersedes all prior agreements and understandings, oral or written, with respect to the subject matter contained herein.

[SIGNATURES ON FOLLOWING PAGE]

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IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth below.



ORANGE COUNTY, FLORIDA

By: Orange County Board of County Commissioners

By: *Teresa Jacobs*
Teresa Jacobs
Orange County Mayor

Date: 6.5.18

ATTEST: Phil Diamond, CPA, County Comptroller
As Clerk of the Board of County Commissioners

By: *Katie Priest*
Deputy Clerk

Date: JUN 05 2018

UNIVERSITY OF CENTRAL FLORIDA

On behalf of its Board of Trustees

By: *Dr. Ronnie Korosec*
Dr. Ronnie Korosec
Assoc. Vice-Provost, Academic Affairs

Date: 5/22/18



**Experiential Learning Placement Program
Participating University Departments**

EXHIBIT A

College of Nursing

University Liaison: Anjelica Rechsteiner
12201 Research Parkway, Suite 300
Orlando, FL 32826
(407) 823-0697

School of Social Work

University Liaison: Jacqueline Withers
12805 Pegasus Dr.
Health & Public Affairs I, Room 228
Orlando, FL 32816-3358
(407) 823-5716

Department of Communication Sciences and Disorders

University Liaison: Allison Scott
3280 Progress Dr.
Orlando, FL 32826
(407) 823-3563

Health Information Management

University Liaison: Steven Ton
4364 Scorpius St.
HPA II, Room 209
Orlando, FL 32816-2205
(407) 823-5328

Physical Therapy

University Liaison: Erin Brown
12805 Pegasus Dr.
HPA-I Room 261
Orlando, FL 32816-2205
(407) 823-3457

Health Services Administration / Healthcare Informatics

University Liaison: Ingrid Mariano
4364 Scorpius St.
HPA II, Room 208
Orlando, FL 32816-2205
(407) 823-5328

Counselor Education

College of Community Innovation and Education
University Liaison: Viki P. Kelchner
P.O. Box 161250
Orlando, FL 32816-1250
(407) 823-4754



**Experiential Learning Placement Program
Participating County Placement Departments and Divisions**

EXHIBIT B

Health Services Department

Corrections Health Services

County Liaison: Josephine Eady, Health Services Administrator
Corrections Health Administration
3723 Vision Blvd.
Orlando, FL 32839
Phone: (407) 254-7559
Fax: (407) 836-3315

Health Services Administration

County Liaison: Claudia Yabrudy, Assistant Manager
2002-A East Michigan Street
Orlando, FL 32806
Phone: (407) 836-6583 (office)
Fax: (407) 836-7634

Medical Clinic

County Liaison: Lourdes Markham, Manager
101 S. Westmoreland Drive
Orlando, FL 32805
Phone: (407) 836-9215
Fax: (407) 246-5343

Medical Examiner

County Liaison: Dr. Joshua Stephany, Medical Examiner
2350 Michigan Street
Orlando, FL 32806
Phone: (407) 836-9400
Fax: (407) 836-9450

Family Services Department

Citizens' Commission for Children

County Liaison: Angela Chestang, Manager
2100 E. Michigan Street
Orlando, FL 32806
Phone: (407) 836-6541
Fax: (407) 836-7629

Community Action

County Liaison: Lavon Williams, Manager
2100 E. Michigan Street
Orlando, FL 32806
Phone: (407) 836-5614
Fax: 407-836-7510



**Experiential Learning Placement Program
Participating County Placement Departments and Divisions**

EXHIBIT B

Family Services Department (Continued)

Head Start Division

County Liaison: Sonya Hill, Manager

2100 E. Michigan Street

Orlando, FL 32806

Phone (407) 836-7409

Fax (407) 836-7420

(See attached list of participating locations)

Orange County Regional History Center

County Liaison: Diane Masciale, Museum Services Coordinator

65 East Central Boulevard

Orlando, FL 32801

Phone: (407) 836-8523

Fax: (407) 245-0412

Youth and Family Services

County Liaison: Tracy Salem, Manager

1758 E. Michigan Street

Orlando, FL 32806

Phone (407) 836-7682

Fax (407) 836-8929

Fire Rescue Division

Fire Rescue Headquarters

County Liaison: Alex Morales, Fiscal Administrator

6590 Amory Court

Winter Park, FL 32792

Phone (407) 836-9015

Fax (407) 836-943



Experiential Learning Placement Program
Participating County Placement Departments and Divisions



ALOMA ELEMENTARY 2949 Scarlet Road Winter Park, FL 32792 407-672-3100 x 3002278 Fax 836-2981 Ctr Spr: Isis Alameda FSW Patrice Milton X 3002288	FRONTLINE OUTREACH 3000 C. R. Smith Street Orlando, FL 32805 407-293-3000 Ctr Spr: Tiffany Brown FSW Jamie Harrold 407-254-9458	SOUTHWOOD 6225 Brookgreen Ave. Orlando, FL 32809 407 254-6768 Fax: 836-1934 Ctr Spr: Dina Mathews FSW Laura Baumgartner 407-254-6764 FSW Antonio Wright 407-254-6769
BITHLO 18501 Washington Avenue Orlando, FL 32820 407 254-1928 Fax: 836-2982 Ctr Spr: Isis Alameda FSW Patrice Milton 407 254-1907	HAL P. MARSTON 3933 W.D. Judge Drive Orlando, FL 32808 407-836-8455 Fax: 836-8440 Ctr Spr: Wilna Francois FSW Jessica Campbell 407-836-8433 FSW Dwayne Horne 407-836-8462	TAFT 9504 South Orange Ave Orlando, FL 32824 407-254-9274 Fax: 836-1940 Ctr Spr: Mercedes Grullon FSW Tyrza Benitez 407-254-9270 FSW Shayla Brown 407-254-9275
CALLAHAN 101 N. Parramore Street Orlando, FL 32805 407 245-0910/0281 Fax: 836-2877 Ctr Spr: Toinette Stenson FSW Dany Vincent 407 245-0910	JOHN H. BRIDGES 445 W. 13 th Street Apopka, FL 32703 407 254-9421 Fax: 836-1929 Ctr Spr: Marcia Cotton FSW Maria Rivera 407-254-9422 FSW Toja Burton 407-254-9423	THREE POINTS ELEMENTARY 4001 South Goldenrod Road Orlando, FL 32822 407-207-3800 Ctr Spr: Yira Rodriguez x 3982302 FSW Arelys Vega x 3982288
DENTON JOHNSON 400 Ruffel Street Eatonville, FL 32751 407 975-7422/7423 Fax: 836-2984 Ctr Spr: Tonya Hale FSW Kathy Millsap 407 975-7422	LILA MITCHELL 5151 Raleigh Street Orlando, FL 32811 407-254-9494 Fax: 836-1930 Ctr Spr: John Holmes FSW Regina Melecio: 407-254-9484	VENTURA ELEMENTARY 4400 Woodgate Blvd. Orlando, FL 32822 407-249-6400 X 4002283 Fax: 836-7486 Ctr Spr: Tonya Hale Johnson FSW Jose Selles Torres 321-388-7031
DOVER SHORES ELEMENTARY 900 Engel Drive Orlando, FL 32807 Fax: 836-7472 Ctr Spr: Jaqueline Lopez 321-388-7294 FSW Corey Johnson 407-249-6330 x 3262279 or (c) 321-666-3015	MAXEY ELEMENTARY 1100 E. Maple Street Winter Garden, FL 34787 877-5020 X 3612257 Fax: 836-1931 Ctr Spr: Vivian Jones Burton FSW Kathy Millsap X 3612262	WS ELC – ANNEX 2500 Bruton Blvd. Orlando, FL 32811 407-250-6260 X 6352257 Fax: 836-1926 Ctr Spr: Bethany Mortenson FSW Cordella Pearcey / Zackey Dancy X 6352259 or X 6352270
EAST ORANGE 12050 East Colonial Drive Orlando, FL 32826 407-254-9713 Fax: 836-2987 Ctr Spr: Anabel Sepulveda FSW Luis Simonetti 407-254-9298 Yanesty Garay 407-254-9297	MCCOY ELEMENTARY 5225 South Semoran Blvd. Orlando, FL 32822 407-249-6370 X 3624311 Ctr Spr: Yira Rodriguez FSW Arelys Vega 407-249-6370 X 3622225	WS-ELEMENTARY 944 West Lake Mann Drive. Orlando, FL 32805 407-296-6540 X 4012242 Ctr Spr: Tiffany Brown FSW Jessica Campbell
ENGELWOOD ELEMENTARY 5985 La Costa Drive Orlando, FL 32807 Fax: 836-1927 Ctr Spr: Jacqueline Lopez 321-388-7294 FSW Jose Selles Torres 407-249-6340 X 3347247 or (c) 321-388-7031	PINE HILLS COMM CTR 6408 Jennings Road Orlando, FL 32818 407-254-9112 FAX : 836-8513 Ctr Spr: Tambra Jackson FSW Syretta Brown 407-254-9110 FSW Tiffany Jones 407-254-9193 FSW Delrose Forbes 407 -254-9185	Main Office 2100 East Michigan Street Orlando, Florida 32806 407-836-6590 MOTORPOOL RESOURCE CENTER 2010 E. Michigan St. 407-836-7401
EVANS COMMUNITY SCHOOL HEAD START 4949 Silver Star Road Orlando, FL 32808 407-522-3400 X 6232626 Fax: 836-1928 Ctr Spr: Vivian Jones Burton FSW Delrose Forbes	SOUTH ORLANDO YMCA 810 W. Oak Ridge Road Orlando, FL 32809 407 254-1011 Fax: 836-1933 Ctr Spr: Aturia Hall FSW Latasha Douglas 407-254-1017	WAREHOUSE 6136 Hanging Moss Road Suite #260 Orlando, FL 32807 Pedro Berrios/Julio Grullon 407-636-9456

Subject to change.

Revised: 05/18/2018



**Experiential Learning Placement Program
Internship Application**

EXHIBIT C

Last Name	First Name	Middle	Date
Address		City	State Zip Code
Home Phone	Mobile Phone	Email	
Emergency Contact Name		Relation	Phone
Current Occupation/Employer		Supervisor	Phone
College or University	Department/Program	Contact Person	Phone

Degree Currently Seeking: ☐ Bachelors ☐ Masters ☐ Doctoral ☐ Other _____ **Cumulative GPA:** _____

Certifications/Licenses: _____ **Computer/Language Skills:** _____

Desired Internship Focus: ☐ Counseling/Psychology ☐ Community Relations ☐ Criminal Justice/Law ☐ Medical/Nursing
☐ Social Work ☐ Public Administration ☐ Finance/Accounting ☐ Other: _____

Desired County Placement*: ☐ Citizens Comm. for Children ☐ Community Action ☐ Corrections Health ☐ Fire Rescue Headquarters
☐ Head Start Program ☐ Health Services Admin. ☐ Medical Clinic ☐ Medical Examiner
☐ Regional History Center ☐ Youth and Family Services ☐ Other: _____

Desired Semester: ☐ Fall ☐ Spr. ☐ Sum. **Desired Start Date:** ____/____/____ **Desired End Date:** ____/____/____ **Hours Per Week:** _____

INTERNSHIP AVAILABILITY							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings:							
Afternoons:							
Evenings:							

Supervisory Requirements (if contract is required, please attach): _____

By submitting this application, I understand that: (1) I may be required to undergo a background check meets the requirements of Section 435.04, Florida Statutes; (2) the specific County departments/divisions to which I am applying for placement may require additional information from applicants; (3) if I am selected for a placement, I will be required to participate in training/orientation sessions; and (4) submitting an application does not guarantee that I will be selected for an internship placement with the County.

Intern Applicant Signature _____

Date _____

***PLEASE BE SURE THAT THIS APPLICATION IS SUBMITTED TO THE CORRECT COUNTY LIAISON.**

- FOR INTERNAL OFFICE USE ONLY -

Start Date: _____
End Date: _____
Work Location: _____
Program: _____
Supervisor: _____

Background Checks: (Local) _____
(Prelim) _____
(Final) _____

Subject to change.