Determine the Proper Risk Management Forms
For your Community-Based Learning Course, Project or Activity

Will the student(s) engage in a clinical or non-clinical setting?

- Clinical
  - Affiliation Agreement and Student Acknowledgement are needed.
  - Unsure
    - Please contact General Counsel and your partner site for clarification.

- Non-Clinical
  - Periodic
    - Will the student(s) engage at the site on a periodic or regular basis?
      - Yes
        - Affiliation Agreement and Student Acknowledgement are needed.
      - No
        - Please contact your partner site for clarification.
  - Regular
    - Will the student(s) engage at the site on a periodic or regular basis?
      - Yes
        - Affiliation Agreement and Student Acknowledgement are needed.
      - No
        - Please contact your partner site for clarification.

Will the student(s) engage directly with the site’s clients?

- Yes
  - Affiliation Agreement and Student Acknowledgement are needed.
- No
  - Please contact your partner site for clarification.

Will the student(s) need to provide a background check or health check to site?

- Yes
  - Affiliation Agreement and Student Acknowledgement are needed.
- No
  - Please consult with your partner site for their requirements.

Will the student(s) be under the constant supervision of the site or UNF faculty/staff?

- Yes
  - Student Acknowledgement is needed.
- No
  - Student Acknowledgement is needed. Please consult with General Counsel on whether or not an Agency Agreement is needed.

For UNF-sponsored, off-campus CBTL activities
Determine the Proper Risk Management Forms
For your Community-Based Learning Course, Project or Activity

Glossary

**Clinical:** Clinical experiences generally require direct contact with and/or care of clients, including vulnerable populations. They involve activities with and on behalf of clients, especially those completed in the client’s presence and with the client’s collaboration. These experiences generally fall under the apprenticeships or internships category and provide students opportunities for intensive and extensive activity. Many of these opportunities require supervision by a professional, require licensure of the student or will result in the student’s licensure. Students are immersed in a learning community and given the opportunity to develop and demonstrate competence in the professional role for which they are preparing.

Examples: Nursing clinical, Education field experience/internship, etc.

**Non-Clinical:** Non-clinical experiences are generally less focused on the involvement or interaction with a site’s clients. A variety of activities can fall under this category, but they typically do not include pre-professional or professional counseling or medical care for anyone at the site. Many are short-term or periodic experiences.

Examples: Neighborhood/beach clean-up, food service at a homeless shelter, etc.

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**Periodic:** A UNF student providing services to clients of the designated community organization on a short-term, intermittent basis. Students are usually present at the site equal to or less than 10 hours per month.

**Regular:** A UNF student providing services to clients of the designated community organization on a long-term, regular basis. Students are present at the site over 10 hours per month.

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**Acknowledgement:** This form is to be signed by students prior to off-campus community-based learning activities. The form’s content releases the University of the liability involved in student travel and participation in University-sponsored activities off-campus. It also grants permission for University faculty or staff members to seek emergency and medical treatment for the student should the need arise. A parent or guardian will need to sign the form for students under the age of 18. The acknowledgement template can be found here. If the activity is solely a field trip, please visit the General Counsel’s website for a separate form as that is not covered here.

**Affiliation Agreement:** An affiliation agreement is meant for use by University departments incorporating field experiences as part of their curriculum or program. This agreement is used when a formalized relationship or partnership is needed. A formalized partnership is most often required for clinical and/or long-term CBTL experiences. Each affiliation agreement is reviewed by the Office of the General Counsel prior to receiving the Provost’s signature and should be routed through the college Dean and Provost. An example of a standard affiliation agreement can be found here.

**Agency Agreement:** An agency agreement is also a formalized agreement, but is less extensive than the affiliation agreement. These are used in non-clinical situations and typically cover a short-term project. Projects that do not require interaction with the site’s clients also fall under this category. These will be routed in much the same way as an affiliation agreement. An example of an agency agreement can be found here.