

Name (first and last):

Organization:

Email Address:

Date:

UCF Career Services and Experiential Learning terms and conditions are preconditions for recruiting at UCF, with the sole consequence for noncompliance being revocation of permission to recruit at UCF.

The University of Central Florida (UCF) strives for open access and connections between students and employers. However, UCF reserves the rights to accept or deny any positions or recruiting organizations (Employer) based upon internal criteria. Additionally, UCF may deny or remove access rights for organizations that do not meet the criteria listed below.

UCF Career Services (CS) and UCF Experiential Learning (EL) offer Employers the opportunity to post openings for internship and jobs, to manage On-Campus Recruiting, and to register for Career Services events and Experiential Learning events via the Handshake System. Prior to receiving full access to Handshake, or other programs and services offered through CS and EL, you must indicate that you have read, understood, and agree to terms and conditions of the agreement outlined below:

1. UCF Career Services and Experiential Learning reserve the right to deny access and participation to any recruiter, vendor, employer, school, or organization from participating in any event or activity. This includes, but is not limited to:
 - On-campus or off-campus recruiting events
 - Career expos, internship/job fairs
 - Informational sessions
 - Access to Handshake or other position posting platforms
2. Employers and vendors are not allowed to take photos of UCF-sponsored events without prior, proper written consent.
3. All internship/job opportunities are posted at the discretion of UCF Career Services and/or Experiential Learning leadership. The following positions will not be posted:
 - Positions that appear to discriminate against applicants on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, and veteran status.
 - Positions that require any form of monetary commitment from students prior to employment.
 - Positions that involve employment in a private home. (Babysitting, in-home tutoring, lawn care, etc.)
 - Positions that are compensated only by commission.

- Positions within the adult entertainment industry.
 - Positions that do not comply with Equal Employment Opportunity (EEO) standards.
4. Employers will reasonably address complaints regarding workplace conditions made by students.
 - An Employer will provide information to CS or EL regarding student complaints. In turn, CS or EL will provide reasonable assistance to the Employer in addressing such complaints.
 5. Employers will reasonably address concerns with a student's behavior or performance with the student.
 - The Employer should provide information regarding its concerns with student behavior or performance to CS or EL, In turn, CS or EL will provide reasonable assistance to Employer in addressing such concerns.
 6. An Employer will not look to UCF for any costs associated with a student position or the Employer's participation in UCF programs. This includes any expenses associated with a workplace injury, claims against the Employer due to the actions of the student, or with regard to any claims, actions or damages arising out of the conduct of Employer or Employer's agents, employees, or representatives.

UCF Experiential Learning, serves to refer eligible students to available opportunities in the labor market for the purpose of gaining practical experience by applying theory to real-world work environments and pursuing academic learning outcomes. Any company or organization (Employer) that wishes to participate in UCF Experiential Learning Programs hereby agrees to the following:

- Employer will notify EL when a UCF student is selected for such an Experiential Learning opportunity.
- Employer will provide proper supervision to co-op and internship students. Employer will provide students an orientation both to the work environment and Employer policies and procedures.
- Employer will offer co-op and internship students meaningful and responsible work assignments related to their major fields of study.
- Employer will, whether the student position is paid or unpaid, abide by the Fair Labor Standards Act.
- Employer will support the student's commitment to fulfill the academic requirements of the co-op or internship course in which they are registered each work term (i.e. written learning objectives, semester reports, student evaluations, visits with Experiential Learning Faculty Coordinators).

- Employer will furnish EL with a supervisory evaluation of co-op and/or internship students toward the end of each work period.
- Employer will refrain from offering permanent employment to co-op or internship students that would inhibit the student from completing their current degree requirements.

The University of Central Florida Career Services and Experiential Learning departments abide by the National Association of Colleges and Employers (NACE) Principles for Professional Practice. By participating in UCF events/services, an Employers agree that they will adhere to applicable federal and state EEO laws, regulations, standards and guidelines as well as the appropriate principles set forth by NACE. <http://www.nacweb.org/principles>

A completed version of this form can be emailed to csrecruit@ucf.edu. Thank you.