

Title: Practicum and Employer-Hosted Placements

Category: Academic Affairs

Responsible Cabinet Member: Provost

Purpose

This policy sets expectations for credit-bearing practicum and employer-hosted placements, ensuring they provide meaningful academic and professional learning experiences, regardless of whether they are paid or unpaid.

Scope

Applies to University of Kentucky students participating in University-sponsored practicums, internships, cooperative education, experiential education (EXP) and employer-hosted placements at external entities that are required by their academic program or elected by a student for academic credit.

Policy for Placement Requirements

- Placements undertaken for academic credit must satisfy the academic requirements established by the sponsoring academic unit in accordance with University policy. Such requirements and the assessment of student learning are the responsibility of the appropriate faculty and academic leadership.
- The University does not require placements to be paid or unpaid. Either is acceptable if academic requirements are met. Whether a placement is paid or unpaid must be clearly communicated to the student.
- Placements must follow all applicable laws, accreditation standards and University policies. Paid placements must comply with labor and employment laws.
- Students must be placed in safe, respectful environments with clear supervision by appropriate external entity personnel and appropriate expectations.
- Students are responsible for any tax liability connected to paid placements.
- All placements must be approved in advance by the relevant academic unit, aligned with defined learning outcomes and supported by a written learning contract from the employer outlining role expectations, supervision, conditions and, if applicable, compensation.
- Students must not be disadvantaged academically based on whether a placement is paid or unpaid.
- The University approves and maintains all academic agreements, on behalf of the academic unit, with host organizations and the academic unit monitoring placement quality.
- Compensation and Employment. The Parties acknowledge that the Student's participation under this Agreement is for educational purposes and academic credit. To the extent the Host Site elects to employ or otherwise compensate a Student for work performed at the Host Site, the Host Site and the Student shall enter into a separate written agreement governing the terms of such employment or compensation. Such agreement shall set forth the respective rights and obligations of the Host Site and the Student, including, without limitation, compensation and payment terms, insurance obligations, compliance with all applicable federal, state, and local laws and regulations, and any other terms and conditions applicable to the employment or compensation arrangement. The University is not a party to, and assumes no responsibility or liability for, any such separate agreement or employment relationship.