

UNIVERSITY OF MIAMI
GUIDELINES FOR OFF-CAMPUS VOLUNTEER, SERVICE, AND
INTERNSHIP ACTIVITIES

- **Students should carefully research any organization with which they will be doing a service project or internship. They should familiarize themselves with the organization's history, its staff, and its mission prior to entering into discussions or beginning service. They should also acquaint themselves with the location of the site and the transportation options for getting there. If students have questions about a service site, they can contact the Toppel Career Center, the Butler Center for Service and Leadership, or the Office of Civic and Community Engagement to learn more about that organization's history of working with UM students.**

Please note that the Toppel Career Center, the Butler Center for Service and Leadership, and the Office of Civic and Community Engagement do not verify the authenticity or legitimacy of the jobs, internships, or service opportunities that are posted, but merely provide links to them for your convenience. The University is not responsible for accuracy, completion or usefulness of the information posted. The ultimate responsibility for researching and checking out a potential employer or organization lies with the student.

- **Students serving as interns for off-campus organizations or businesses should consider enrolling in the Toppel Career Center's Toppel Internship Program. For students who have already secured an internship, the Toppel Internship Program will provide a one (1)-credit transcript notation that will be visible on University of Miami transcripts. The University of Miami Internship (UMI) course, offered each fall, spring, and summer, will allow you to have work experience related to your major, career path, or possible career path/interest, and it will provide recognition of the internship experience on your official transcript.**
- **Any student going off campus for academic and/or service projects must complete a field trip release form. This form can be accessed [here](#). If the student will be conducting off-campus service over the course of several days or weeks, s/he should enter a range of dates on the form's second line (e.g., 01/10/2013 - 05/10/2013). Completed field trip release forms should be**

submitted to the Department of Risk Management prior to the start of service, either by e-mail (riskmanagement@miami.edu), interdepartmental mail (Department of Risk Management, Gables One Tower, Suite 1200, Locator Code: 2945), or regular mail (P.O. Box 248106; Coral Gables, Florida 33124-2945).

- Any student or faculty member traveling internationally for academic and/or service purposes must register their trip with the Study Abroad Office's RED24 system AND fill out a field trip release form. The RED24 system can be accessed [here](#). Prior to departure, U.S. citizens must also register with the [U.S. Department of State at its website](#) . The embassy will then be able to assist you in case of an emergency. Non-U.S. citizens should register with the appropriate embassy or consulate regarding services provided to its citizens overseas.
- If vehicles will be rented or commercial carriers hired, University-approved vendors should be used whenever possible. When University vendors are not an option, UM personnel should always purchase additional coverage offered by the carrier/agency.
- Faculty and students should familiarize themselves with the University of Miami's policies on sexual harassment and non-discrimination in the workplace. These policies can be found [here](#).
- In addition to students' on-campus compliance, students participating in off-campus activities are required to comply with all of the University's policies, procedures, rules and regulations found in the "Student Rights and Responsibilities Handbook," which can be found [here](#).
- Students are required to comply with all local, city, county, state and federal laws while participating in any internship activities.

