Form #4
SCHOOL COUNSELING INTERNSHIP AGREEMENT
COUN 5550, 5560, and 5570 School Counseling Internship I, II, and III

Between
Seattle University College of Education
School Counseling Program
and
the Below Named School and School District

Name of School: ______________________________________
Name of District: ______________________________________
Internship Student Name: ___________________________ Quarter/Year: __________

PREAMBLE
The School Counseling Program at Seattle University and many public and private schools and community agencies share common interests in and commitments to the value of an internship in preparing counseling students for quality professional service in diverse communities. Seattle University interns receive college credit for supervised internship in school counseling. This School Counseling Internship Agreement ("Agreement") delineates areas of responsibility for the School Counseling Program and the School, respectively.

AGREEMENTS
A. The School Counseling Program Agrees To:

1. Assist the School in identifying and maintaining internship placements that meet the criteria established by the School Counseling Program for practice experience and educational outcomes.

2. Endeavor to make intern placements that are appropriate to the School’s mission, type of learning experience offered, type of clients served, and expectations of interns. The School Counseling Program will provide the School with appropriate information about each student’s background and professional interests.

3. Provide copies to the School of relevant School Counseling Program instructional material, such as course outlines and the University calendar, upon request.

4. Inform students that they are expected to conform to the rules, standards, and protocols the School and District set with respect to client welfare, ethics, professional conduct, and operations.

5. Inform the intern as to the academic requirements associated with the internship.

6. If requested by the School, provide evidence of professional liability coverage for Seattle University interns and faculty working in internship placements pursuant to this Agreement.
7. Indemnify the School, its employees, and its agents against and hold them harmless from any loss, claim, or damage arising out of the negligence of Seattle University faculty, staff, or interns in their performance of this Agreement.

B. The School Agrees To:

1. Designate a School staff member who will serve as Internship Site Supervisor and will direct intern learning at the School. The Site Supervisor must meet the qualifying criteria stipulated by the Department of Counseling and School Psychology and in accordance with WAC 181-78A-220 and the Council for Accreditation of Counseling and Related Education Programs (CACREP). This includes:
   - A minimum of a master’s degree in counseling
   - Educational Staff Associate (ESA) Certification
   - A minimum of 3 years of professional school counseling experience

2. Provide students a minimum of 600 hours of on-site internship experiences. These hours include 240 hours of on-site direct client contact (e.g., individual and/or group counseling, of which 121 are individual counseling). The university supervisor will inform the student and the school supervisor of specific requirements for the internship.

3. The School will ensure that its supervisory staff meets applicable Washington State licensing requirements on an on-going basis including, but not limited to licensing requirements for school counselors.

4. Interview and approve interns proposed for placement consistent with Seattle University’s nondiscrimination policies that prohibit discrimination against persons on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran.

5. Provide the School Counseling Program faculty with written policies, procedures, standards of care and protocols of the School that apply to School Counseling Program interns and faculty involved at the School upon request.

6. Be committed to interns as learners, and understand that the internship is an educational experience. Accordingly, the School agrees to:
   
   a. Provide student counselors with a case load of clients
   b. Access to a confidential office equipped with necessary technology needed to provide quality counseling services
   c. Provide the student with necessary and appropriate support and instruction
   d. Provide the student counselor opportunities to work with diverse populations in accordance with the School Counseling Program policies as required by WAC 181-78A-220 and CACREP.
   e. Provide the intern the opportunity to attend staff meetings, in-service training, or other such meetings that occur for regular staff; and
   f. In accordance with the requirements of Appendix A, which is incorporated here by this reference, make provisions for intern safety while doing the internship in potentially high-risk situations.

7. Retain full responsibility for client services and for establishing standards for the quality of services rendered by the interns. Interns placed within the School for internship function as representatives of the School, and the School will maintain administrative and professional supervision of interns insofar as their presence affects the operation of the School or the direct or indirect services to clients. In addition, the
School will maintain the quality of services without relying on the interns’ clinical training activities for staffing purposes.

8. Provide the basic facilities and instruments necessary for interns to accomplish their work, such as a computer, access to a room for individual and group sessions where confidentiality can be maintained, a desk, a telephone, and reimbursement for travel expenses on School business on the same terms as provided to the School’s counseling staff.

9. Allow reasonable time for Internship Site Supervisors to carry out their responsibilities under this Agreement.

10. Inform the School Counseling Program of changes in the School’s contact information (e.g., address or telephone number, director or coordinator, and Internship Site Supervisor) and of other significant information (e.g., absence of Internship Site Supervisor from the School for more than one week, intern absence of more than three days, significant program or School changes that affect day to day work).

11. To take immediate temporary action to correct a situation where an intern’s actions endanger student care. As soon as possible thereafter, the School’s Internship Site Supervisor will notify the Practicum/Internship Coordinator of the action taken. The School Counseling Program has final authority over the intern’s academic status in such situations and will review the matter and consider whatever written factual information the School provides. The School, however, has the right to terminate an intern’s use of the School’s facilities when necessary to maintain the School’s operation free of disruption.

12. Indemnify Seattle University, the School Counseling Program, and their faculty, staff, and interns against and hold them harmless from any loss, claim, or damage arising out of the negligence of School’s employees or agents in the performance of this Agreement.

13. Acquire and maintain professional and general liability insurance appropriate for its own operations and for the risks associated with the activities and responsibilities the School assumes under this Agreement and provide evidence of such insurance at the School Counseling Program’s request.

C. The School Counseling Program University Supervisors Agree To:

1. Communicate with the Internship Site Supervisor and the intern at the beginning of the placement to discuss educational goals and learning activities contained within the “Educational Objectives” (as described in this Agreement), as well as the process of evaluating the intern’s learning in the context of the School Counseling Program goals.

2. Maintain regular contact with the Internship Site Supervisor and the intern throughout the internship via email, phone, and site visits for the purposes of facilitating and reviewing the intern’s progress.

3. Review the intern’s performance with the Internship Site Supervisor and the intern as participants throughout the internship for the purposes of issuing a grade for the intern each quarter.

4. Provide consultation to the Internship Site Supervisor and the Internship Coordinator as necessary if problems arise in the internship.

5. Communicate with the site supervisor regarding the 600 hours required for internship. These hours include 240 hours of on-site direct client contact and both on-site and campus supervision. The university supervisor will inform the student and the school supervisor of specific requirements for the internship.
D. The School’s Internship Site Supervisor Agrees To:

1. Provide a suitable orientation to the School.
2. Assist the intern with satisfying requirements to meet standards and competencies of internship as required in WAC 181-78A-220 and CACREP.
3. Assume primary responsibility for the implementation of the intern’s educational objectives at the School and coordinate with other staff, such as task supervisors or administrators, involved with the intern.
4. Provide a minimum of one (1) hour of field instruction time weekly to the intern in regularly scheduled supervision in accordance with WAC 181-78A-220 and CACREP standards.
5. Provide the intern with a diversity of sequenced learning experiences, and a variety of client populations.
6. Involve the intern in ongoing evaluations of his or her performance focusing on the learning assignments. Inform the intern about and examine with the intern any difficulties in performance and develop approaches to address these issues. Meet with the University Supervisor and the intern to review and assess the intern’s progress. At the end of each quarter, complete a written evaluation of the internship. The School Counseling Program has the final and exclusive authority for assessing the intern’s academic and clinical progress and awarding the grade.
7. Inform the University Supervisor as soon as possible of any problems an intern is having in the internship and follow School Counseling Program procedures towards resolution.
8. Attend any required trainings for Internship Site Supervisors.

E. General Provisions:

1. The parties acknowledge and agree that no fees, charges, or other payments have been or will be exchanged between the School and the School Counseling Program or Seattle University in connection with this Agreement.
2. The interns who are placed at the School for internship pursuant to this Agreement have the status of learners, remain interns (not employees) of Seattle University, and in no sense become or are considered employees of the School. Any services the interns render are incidental to the educational purpose of the internship. The school will ensure that clients are given notice that Seattle University interns are not licensed counseling professionals and are placed at the School solely in an educational capacity.
3. The parties acknowledge that many intern educational records are protected by the Family Educational Rights and Privacy Act (“FERPA”), and that generally intern permission must be obtained before releasing specific intern data to anyone other than Seattle University.
4. In the event there is a claim against the University, an intern, or a School Counseling Program faculty member arising out of their performance under this Agreement, the School agrees to provide the University access and authority to investigate claims and to obtain such information from the School as it may require in the defense of claims related to interns or faculty in the field placement.
5. This Agreement commences as of __________ (month), ______ (day), 20___ (year), and will continue in effect until __________ (month), ______ (day), 20___ (year), unless earlier terminated by either party with prior written notice to the other party. Notwithstanding any such termination, any intern already enrolled and participating in the practicum shall be allowed to complete the course upon approval of the School Counseling Program.
6. This Agreement may not be assigned by either party without the advance written consent of the other.
7. Any notice to either party hereunder must be in writing signed by the party giving it, and shall be deemed given when mailed postage prepaid by U.S. Postal Service first class, certified, or express mail, or other overnight mail service, or hand delivered, when addressed as follows:
Seattle University
School Counseling Program
College of Education
PO Box 222000, 901 12th Ave
Seattle WA 98122-1090

To School mailing address:

8. The School is performing the duties and services required under this Agreement as an independent contractor and not as an employee, agent, partner, or joint venture with the School Counseling Program or Seattle University.

9. This Agreement contains all the terms between the parties and may be amended only in writing signed by both parties.
1) **Student Electronic Signature**

Student Printed Name: ____________________________ Date: ______________

By providing my Seattle University email address as an authentication, I am providing an electronic signature certifying that I have fully read and agree to comply with the requirements of this practicum contract.

Student Email address (provides authentication for electronic signature and thus must match the email address on file at Seattle University): ____________________________

2) **Site Supervisor Electronic Signature**

Site Supervisor Printed Name: ____________________________ Date: ______________

By providing my district email address as an authentication, I am providing an electronic signature certifying that I have fully read and agree to comply with the requirements of this practicum contract.

Site supervisor email address (provides authentication for electronic signature and thus must match the email address on file at the district): ____________________________

3) **Principal Electronic Signature**

Principal Printed Name: ____________________________ Date: ______________

By providing my district email address as an authentication, I am providing an electronic signature certifying that I have fully read and agree to comply with the requirements of this practicum contract.

Principal email address (provides authentication for electronic signature and thus must match the email address on file at the district): ____________________________

4) **Seattle University Counseling Placement Coordinator Electronic Signature**

Placement Coordinator Printed Name: ____________________________ Date: ______________

By providing my Seattle University email address as an authentication, I am providing an electronic signature certifying that I have fully read and agree to comply with the requirements of this practicum contract.

Seattle University email address (provides authentication for electronic signature and thus must match the email address on file at the institution): ____________________________
APPENDIX A

GUIDELINES FOR ENHANCING SAFETY AND MINIMIZING RISK IN THE INTERNSHIP

Some forms of field experience include risks inherent in the counseling profession, such as providing services to clients or their families who may become unpredictable, angry or violent. The School Counseling Program is requesting internship sites to adopt policies and procedures for enhancing safety and minimizing risk to students.

Internship sites must have written policies to address any work situation that entails risk, such as the following: home visits, any services outside the internship site in isolated or high crime areas, services at night or weekends, services to clients who may become angry or violent, or who may be drug users and who may be intoxicated, exposure to pathogens or toxic substances and services that are politically sensitive and may result in threats of violence. This list is not to be considered exhaustive and each internship site is to be responsible for determining its own situations where students’ safety may be put in jeopardy.

Supervision of students must be consistent and adequate enough to allow time for the internship site instructor to be assured of the student’s competence, to apprise the student of potential risk, to deal with internship site policy addressing safety and security, and to attempt to address the student’s feelings about any risk that may be present.

The student should not be the sole representative of the internship site in making critical decisions about client disposition especially where there are physical or legal implications such as involuntary hospitalization, threats of suicide or homicide. If the internship site instructor is not available in such situations, there must be a written and fully understood protocol for notifying another staff person, a protocol for calling 911 or getting the client to an emergency facility that can meet the client’s needs.

It is the internship site’s responsibility to train students in the safety policies of the internship site. Do not have students see clients alone unless the student clearly has the knowledge and skills to do so. Students have a right and responsibility to refuse any assignment that they deem too dangerous to pursue at the time. The internship site should maintain the quality of client care and services without relying on the student’s placement activities for staffing purposes.

Students should also be trained to understand the issues involved in exposure to pathogens or toxic substances, reminding them that one’s first duty is to reduce risk to one’s clients, by one’s own behaviors. Because some life-threatening illnesses are transmitted through the exchange of blood or body fluids (blood-borne pathogens), train students about the potential of such risk in the internship site (i.e., cleaning the bloody lip of a child who has fallen), as well as the internship site’s procedures to reduce risk of infection.

Seattle University does not provide health and accident insurance for students participating in field placements.
APPENDIX B

INFORMATION REGARDING INTERNSHIP SITE SUPERVISOR

Name of Internship Student: _______________________________ Date: __________________

For purposes related to state, regional, and national accreditation, the Counseling Programs request information pertaining to your qualifications as a site supervisor for our Counseling Practicum Students. If you would be so kind as to provide the following information about yourself (below), we will appreciate it very much.

Name of Internship Site Supervisor: _______________________________

Work Address: ______________________________________________________

Phone: __________________________________________________________

Highest degree earned: _____________________________________________

Year graduated (highest degree earned): ______________________________

Institution granting that degree: _____________________________________

Major and/or area of specialization: _________________________________

License and/or certification: please describe and include counselor certification number(s):
____________________________________________________________________

Number of year’s experience in school counseling: ______________________

Gender of site supervisor (optional): _________________________________

Race and/or ethnicity of site supervisor (optional): _____________________

You may click the "Submit" button located above to automatically send the document to the School Counseling Program or you can choose to save the file after you enter data on the form and then attach it to your email and send directly to vong@seattleu.edu. This form must be on file prior to the starting date for each student's field experience.