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Intern Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate School/Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COUNSELING FIELD EDUCATION PRACTICUM AGREEMENT**

This agreement is between the Counseling Intern named above and Santa Rosa Junior College (SRJC) as the Practicum Site. It is effective for the indicated academic year. The SRJC Counseling Internship Program provides the opportunity to gain first-hand training in community college counseling and practice those skills directly with current SRJC students. The purpose of this agreement is to outline the commitments and expectations of both the Counseling Intern and the SRJC Counseling Department.

The parties agree as follows:

I. SRJC COUNSELING DEPARTMENT’S RESPONSIBILITIES

A. **Field Experience.** Practicum Site shall provide the Counseling Intern with a supervised field experience.

B. **Designated Program Mentor.** SRJC Counseling shall designate a counseling faculty member to facilitate the training of the Counseling Intern by planning, implementing, and coordinating the intern experience. SRJC Counseling shall notify the Counseling Intern in advance of any change in the Practicum Site’s personnel appointments that may affect the intern field program.

C. **Supervision.** The Mentor Counselor shall meet with the Counseling Intern at minimum biweekly (every other week), or as otherwise mutually agreed upon, or as required by the graduate program. The mentor shall be readily available, inclusive, and accessible for questions and problem solving. When working independently with students, there shall always be at least one Counseling Faculty member also actively working with students to ensure that the Counseling Intern always has access to an SRJC Counselor and is never the sole person providing counseling services.

D. **Schedule of Assignments.** SRJC Counseling and the Counseling Intern shall commit to a mutually agreeable weekly schedule that meets the practicum requirements for the Counseling Intern and is conducive to SRJC Counseling departmental needs and availability. Occasional adjustments to the schedule are expected due to holidays or illness. Schedule adjustments due to other personal circumstances are also considered with advance notice of at least two business days.

E. **Access to Facilities.** Practicum Site shall permit the Counseling Intern access to SRJC facilities as appropriate and necessary for their Program, provided that the intern’s presence shall not interfere with Practicum Site’s activities.

F. **Comprehensive Counseling Opportunities.** SRJC Counseling will provide the Counseling Intern with opportunities for academic, career, and personal counseling observation and practice. Counseling Interns will be supported in experiences with individual and group counseling formats across multiple college programs and services. This may include direct participation in presentations, workshops, and teaching.

G. **Community College Faculty Opportunities.** As community college counseling is a faculty role, the Counseling Intern will learn about the SRJC participatory governance process. This may include opportunities to observe and/or participate in meetings related to the Academic Senate, All Faculty Association, or related committees which include faculty members.

H. **Evaluations.** Practicum Site shall conduct periodic evaluations, including an exit evaluation, and provide feedback in a timely manner.

I. **Withdrawal of Counseling Interns.** The Practicum Site may request the withdrawal from the program any Counseling Intern whom the Practicum Site determines is not performing satisfactorily, refuses to follow Practicum Site’s administrative policies, procedures, rules and regulations, or violates any federal or state laws. Such requests must be in writing and will be directed to both the Counseling Intern and the Graduate Program.

J. **Emergency Health Care/First Aid.** Practicum Site shall, on any day when a Counseling Intern is receiving training at its facilities, provide to that intern necessary emergency health care or first aid for accidents occurring in its facilities. Except as otherwise provided in this agreement, Practicum Site shall have no obligation to furnish medical or surgical care to any Counseling Intern.

K. **Practicum Site’s Confidentiality Policies.** As trainees, Counseling Interns shall be considered members of Practicum Site’s “workforce,” and shall be subject to Practicum Site’s policies respecting confidentiality of medical and academic information.

II. COUNSELING INTERN RESPONSIBILITIES

All SRJC Counseling Interns are responsible for meeting the following expectations:

A. Complying with Practicum Site’s academic and administrative policies, procedures, rules and regulations.

B. Adhering to professional counseling ethics including familiarization with laws relevant to counseling and the ethical code of the American Counseling Association (ACA).

C. Maintaining the confidentiality of patient, student, and other personally identifiable information in adherence with FERPA guidelines (Family Educational Rights and Privacy Act). As trainees, Counseling Interns shall be considered members of Practicum Site's "workforce" and shall be subject to Practicum Site's policies respecting confidentiality of all academic, medical, and other personal information. In order to ensure that Counseling Interns comply with such policies, SRJC shall provide interns with substantially the same training that it provides to its regular employees. In addition, all Counseling Interns shall be subject to SRJC’s policies respecting confidentiality of student records and will comply with District technology policies and procedures.

D. Arranging for their own transportation to SRJC and any other internship-related commitments (travel to other SRJC locations, conferences, trainings, etc.).

E. Assuming responsibility for personal illnesses, necessary immunizations, tuberculin tests, annual health examinations, and other requirements as identified by the Practicum Site.

F. Complying with Practicum Site’s dress code and wearing name badges, if required.

G. Maintaining comprehensive general and professional liability insurance in adherence with any requirements established by the Counseling Intern’s graduate program. This is to protect the intern and Practicum Site against possible liability arising from any and all negligent acts or incidents caused by the Counseling Intern.

III. AFFIRMATIVE ACTION AND NON-DISCRIMINATION

The parties agree that all interns receiving field education training pursuant to this Agreement shall be selected without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity, sexual orientation, age or veteran status.

IV. STATUS OF COUNSELING INTERNS

The parties expressly understand and agree that the Counseling Interns are in attendance for educational purposes, and such interns are not considered employees of SRJC for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers’ compensation insurance. Interns are considered members of Practicum Site’s “workforce” for purposes of FERPA compliance.

V. TERM AND TERMINATION

A. **Term.** This Agreement shall be effective as of the date first written above and shall remain in effect for **one (1) year**.

B. **Renewal.** This Agreement may be renewed by mutual agreement.

C. **Termination.** This Agreement may be terminated at any time by the written agreement or upon 30 days’ advance written notice by one party to the other.

VI. GENERAL PROVISIONS

A. **Amendments.** The following provisions of this Agreement shall not be subject to amendment by any means during the term of this Agreement or any extensions. This Agreement may otherwise be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be reduced to writing and signed by the parties.

B. **Assignment.** Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party’s prior written consent. Any purported assignment in violation of this paragraph shall be void.

C. **Attorney’s Fees.** In the event that any action is brought by either party to enforce or interpret the terms of this Agreement, each party shall bear its own attorney’s fees and costs.

D. **Captions.**  Captions and headings in this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used to interpret or determine the validity of this Agreement or any of its provisions.

E. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterpartstogether shall constitute one and the same instrument.

F. **Entire Agreement.** This Agreement is the entire agreement between the parties. No other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.

G. **Governing Law.** The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.

H. **Notices.** Notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below.

VII. SPECIAL PROVISION

**COVID-19 PANDEMIC.** SRJC is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as “COVID-19”. SRJC is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state and local governmental directives regarding COVID-19. SRJC, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, SRJC will take steps to comply with the modified, changed, or updated guidelines or directives. If at any time SRJC becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify the Counseling Intern of that fact

VIII. EXECUTION

By signing below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their signature is made.

Counseling Intern Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counseling Intern Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SRJC Vice President of Finance and Administrative Services: \_\_\_ **KATE JOLLEY**

Vice President Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_