

This agreement is between University of the Rockies and _____.

The term of this agreement shall be _____ months and shall begin on the _____ day of _____ 20____ and shall terminate on the _____ day of _____ 20____; provided however, that the agreement shall continue thereafter automatically for successive terms, subject, however to the right of either party to terminate the agreement, without liability or cause, upon 30 days written notice prior to the end of the initial term of at the end of any subsequent term.

Responsibilities of the Practicum/Internship Site

- A. Agree to provide a population of patients suitable for the training level of the Practicum/Internship student and activities generally in the area of mental health intervention or mental health testing.
- B. Understand and agree that a minimum of 30% of the Practicum/Internship students' time will be spent in direct contact with patients either in the form of individual counseling and psychological assessment to a broad range of clients in collaboration with, and under the direct supervision of, mental health professionals.
- C. The remaining time may be spent completing, but not limited to, report writing, case conferences, supervision, and other related indirect services of a therapeutic nature.
- D. Agree to provide a learning experience that conforms to all ethical and legal standards.
- E. Be responsible for determining the number of Practicum/Internship students desired and communicate with the Director of Clinical Training.
- F. Understand the duration of Practicum/Internship assignments is arranged in 9-week blocks of time (terms). Students should be assigned a minimum of 11 hours per week to the site.
- G. Provide one hour of individual face-to-face supervision each week by a licensed professional for each Practicum/Internship student.
- H. Agree to complete a formal evaluation for Practicum/Internship students each 9-week term. This evaluation should be completed by the Practicum/Internship student's supervisor and then forwarded to the Director of Clinical Training. This will be used to inform the Practicum/Internship grade for the term.
- I. Agree to a telephone conference to discuss the site and the Practicum/Internship students with the Director of Clinical Training or designee. To ensure the quality of the Practicum/Internship experience, site evaluations will be performed during these telephone conferences, and feedback will be provided to the site within a reasonable amount of time.
- J. Agree that the student is not an employee or agent of the site. The site has no obligation to pay wages, either minimum wage or overtime, to the Practicum/Internship student. To the extent that the student is found to be an employee of the site, the University agrees to indemnify and hold the site harmless for any wages, benefits, or withholdings determined payable to the student.

- K. Report any problems in the Practicum/Internship experience by either the site or the Practicum/Internship students to the Director of Clinical Training. Should it be necessary to terminate the Practicum/Internship agreement, either party agrees to give 30 days' written notice to the alternate party with a written explanation.
- L. Retain at all times responsibility, authority, and accountability for patient care and for duties performed by Practicum/Internship students.
- M. Comply with all federal, state, and municipal laws, rules, and regulations, including, but not limited to, Title VI and VII of the Civil Rights Act of 1965, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act, as amended.
- N. Maintain confidentiality of patient records and of student records in compliance with the Health Insurance Portability and Accountability Act (HIPPA).

Experience and Populations Provided by the Practicum/Internship Site

(Check all that apply)

Experiences	Populations
<input type="checkbox"/> Psychological Testing, Assessment, Evaluations	<input type="checkbox"/> Adults
<input type="checkbox"/> Mental Status Exams	<input type="checkbox"/> Adolescents
<input type="checkbox"/> Psychosocial Histories	<input type="checkbox"/> Children
<input type="checkbox"/> Individual Psychotherapy	<input type="checkbox"/> Geriatric
<input type="checkbox"/> Group Psychotherapy	<input type="checkbox"/> Homeless
<input type="checkbox"/> Family Psychotherapy	<input type="checkbox"/> Sexually Abused
<input type="checkbox"/> Marital/Relationship Psychotherapy	<input type="checkbox"/> Low Income
<input type="checkbox"/> Alcohol/Drug Abuse Counseling	<input type="checkbox"/> Minorities
<input type="checkbox"/> Forensic Services	<input type="checkbox"/> Gays/Lesbians
<input type="checkbox"/> Neuropsychological Evaluations	<input type="checkbox"/> Inpatients
<input type="checkbox"/> Critical Needs Support Services	<input type="checkbox"/> Outpatients
<input type="checkbox"/> Crisis Intervention Consultation	<input type="checkbox"/> Home-bound
<input type="checkbox"/> Parenting Skills Training	<input type="checkbox"/> Incarcerated
<input type="checkbox"/> Vocational/Career Development	
<input type="checkbox"/> Integrated Health Care	
<input type="checkbox"/> Other specify: _____	<input type="checkbox"/> Other, specify: _____
_____	_____

Responsibilities of University of the Rockies

- A. Ensure that the students perform the duties agreed upon in a timely, accurate, and ethical manner.
- B. The Director of Clinical Training will gather and document reports of issues for the Practicum/Internship site or the Practicum/Internship students, and if appropriate, facilitate a dialogue between the necessary parties. Should it be necessary to terminate the Practicum/Internship agreement, either party agrees to give 30 days' written notice to the alternate party with a written explanation.
- C. Agree that the student is not an employee or agent of the Practicum/Internship site. The site has no obligation to pay wages, either minimum wage or overtime, to the Practicum/Internship student. To the extent that the student is found to be an employee of the site, the University agrees to indemnify and hold the site harmless for any wages, benefits, or withholdings determined payable to the student.
- D. Agree to indemnify and hold the Practicum/Internship site harmless for any breach of confidentiality committed by itself, a student, or other students of the University to whom confidential information has been given concerning patients from the site.
- E. Agree they shall not be entitled to recover consequential damages against Practicum/Internship site for breach of this agreement.
- F. Provide necessary forms to the Practicum/Internship site/supervisor to evaluate students.
- G. Comply with all federal, state, and municipal laws, rules, and regulations, including but not limited to, Title VI and VII of the Civil Rights Act of 1965, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act, as amended.
- H. Maintain confidentiality of patient records and of student records in compliance with the Health Insurance Portability and Accountability Act (HIPPA).

Responsibilities of Practicum/Internship Students

- A. Provide a copy of their liability insurance to the Director of Clinical Training and to their site supervisor.
- B. Interact with site clients and staff including charting interaction with clients and staff, per the regulations and requirements of the site.
- C. Comply with all federal, state, and municipal laws, rules, and regulations, including, but not limited to, Title VI and VII of the Civil Rights Act of 1965, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act, as amended.
- D. Maintain confidentiality of patient records and of student records in compliance with the Health Insurance Portability and Accountability Act (HIPPA).
- E. Agree that the student is not an employee or agent of the Practicum/Internship site. The site has no obligation to pay wages, either minimum or overtime, to the Practicum/Internship student. To the extent that the student is found to be an employee of the site, the University agrees to indemnify and hold the site harmless for any wages, benefits, or withholdings determined payable to the student.

- F. Report any problems in the Practicum/Internship experience by either the site or the Practicum/Internship student to the Director of Clinical Training. Either party may terminate the Practicum/Internship agreement and agrees to give 30 days' written notice to the alternate party with a written explanation.
- G. Agree they shall not be entitled to recover consequential damages against Practicum/Internship site for breach of this agreement.

Practicum/Internship Students Assigned

_____ Number of full-time Practicum/Internship students.

Acknowledgement

By signing below, I acknowledge that I have read, understand, and accept each of the policies in their entirety as they pertain to my role in this agreement.

Site Representative Signature: _____ Date: _____

Student Signature: _____ Date: _____

Director of Clinical Training Signature: _____ Date: _____

Return this signed form to: University of the Rockies
Attn: Director of Clinical Training
1201 16th St., STE 200
Denver, CO 80202