

**Seton Hall University**  
**College of Education and Human Services**  
**Department of Professional Psychology & Family Therapy**

**University-Site Agreement**

Agreement dated \_\_\_\_\_ between \_\_\_\_\_ ("Site") and herein called the \_\_\_\_\_ (indicate whether Practicum/Internship or both) a program of graduate study at Seton Hall University, hereinafter called the "University" located at 400 South Orange Ave., South Orange, NJ, herein called the "Program." The above Parties agree to the following terms of this contract, herein after called the Agreement, and to the terms in the Appendix, Individual Student Provisions, herein after called Appendix.

**Site Responsibilities**

**1. Administrative Services and Support**

The administration of the training site agrees to provide the following:

- a. **Support.** Administrative support including, but not limited to resources and specific budgetary resources for supervised practicum/internship training as described herein.
- b. **Orientation.** Comprehensive orientation to the site, including but not limited to policies, philosophy, procedures, protocols, rules, and expectations.
- c. **Role Models.** Commitment to provide a variety of role models which represent the diversity of professionals in the field. Sites will afford students the opportunity to interact with a diverse staff and client/patient population whenever feasible.

**2. Supervision**

The designated supervisor at the Site shall provide the following:

- a. **Continuity.** The supervisor shall provide a continuity of supervision and supervised activities and experiences as described herein.
- b. **Expertise.** The supervisor shall be a clearly designated credentialed (i.e., licensed or certified) professional appropriate to the degree program.
- c. **Client welfare.** The supervisor shall maintain responsibility for all client/patient contact and welfare.
- d. **Documentation.** The supervisor shall certify the number of student hours and appropriate categories of client contact, based upon the student's documentation, to the Site, Student, and Program.
- e. **Evaluation.** The supervisor shall provide a final evaluation of the student at the completion of the placement. The evaluation will encompass the student's professionalism, skills, and overall performance.
- f. **Disciplinary Actions.** The supervisor will inform the student, site administration, and program coordinator of potential disciplinary issues in a timely manner. The Ethical and Professional Guidelines of the respective accrediting bodies shall serve as the basis for such issues. In addition, the supervisor will work with the program in determining the appropriate action taken to resolve the disciplinary issue.

### **3. Supervised Experiences and Activities**

The Site will provide training activities/experiences that are:

- a. integral to the regular performance of the training site's normal professional functions, duties and responsibilities;
- b. affirming of and demonstrating a high regard for human dignity. Students shall not be required to participate in practices that restrict the exercise of civil or human rights of any person or which impair the quality and nature of professional training in counseling as defined by the respective accrediting entities
- c. continuous and sequenced in an organized manner and encompass a variety of presenting problems.
- d. consistent with the fulfillment of minimum hours and categories of client/patient contact as required by the student's respective program.
- e. facilitative of audio and videotaping of student interaction with clients, if appropriate to client welfare, and not prohibited by Site policy.
- f. conducive to opportunities for research in applications of psychological theory and practice if possible and practical.

### **4. Evaluation**

- a. Each student will be evaluated according to clearly pre-defined criteria and a schedule as specified in the Appendix.
- b. Evaluations will be shared orally with the student and provided in written form to the administration of the training site, the student, and the clinical coordinator of the program.

### **Program Responsibilities**

#### **1. Administrative services and support**

- a. **Support.** Administrative support, including but not limited to, resources and specific budgetary resources for supervised practicum/internship training as described herein.
- b. **Orientation.** Comprehensive orientation to the program curriculum regarding the purpose and nature of the practicum/internship experience, including but not limited to policies, philosophy, procedures, protocols, rules, and expectations.
- c. **Insurance.** All students involved in Practicum or Internship will purchase professional liability insurance in the amount of \$1,000,000/3,000,000, and provide evidence of same to the Site supervisor.

#### **2. Supervision**

The designated University Coordinator shall provide the following:

- a. **Continuity.** The Coordinator shall provide a continuity of supervision and supervised activities and experiences as described herein, acting as (1) the liaison between the Site Supervisor, the University, the Student, the Course Instructor of the Practicum/Internship (if different from the Coordinator) and (2) the principal monitor of the student's clinical development.
- b. **Expertise.** The Coordinator shall be a licensed or license-eligible professional appropriate to the degree program.
- c. **Client welfare.** The Coordinator shall maintain responsibility for the number of student hours and appropriate categories of client contact, based upon the verification of the Site Supervisor as provided here in.

- d. **Documentation.** The supervisor shall maintain documentation of the number of student's hours and appropriate categories, based upon the student's documentation, to the Site, Student, and Program.
- e. **Disciplinary Actions.** The Coordinator will act within University guidelines to address disciplinary issues as brought forth by the parties to this Agreement. Further, the Coordinator will intervene as the principle advocate for the student to address student concerns. The Ethical and Professional Guidelines of the respective accrediting bodies shall serve as the basis for such issues.

### **3. Supervised Experiences and Activities**

The Program will provide training activities/experiences that are

- a. integral to the development of clinical functions, duties and responsibilities.
- b. affirming of and demonstrating a high regard for human dignity. Instruction will be provided in practices consistent with the exercise of civil and human rights and the quality and nature of professional training in psychology as defined by the respective accrediting entities.
- c. continuous and sequenced in an organized manner and encompass a variety of presenting problems.
- d. consistent with the preparation of the Student to meet the fulfillment of minimum hours and categories of client contact as required by the student's respective program.
- e. facilitative to prepare the Student to conduct appropriate and professional interaction with clients/patients.
- f. conducive to opportunities for research in applications of psychological theory and practice if possible and practical.

### **4. Evaluation**

- a. Each student will be evaluated according to clearly pre-defined criteria and a schedule as specified in the Appendix.
- b. Evaluations provided by the Site Supervisor will be shared orally with the student and Course Instructor.

### **Student Responsibilities**

#### **1. Administrative Services and Support**

- a. **Compliance.** The Student shall be responsible for (i) procuring Program approval and certification of eligibility for a Practicum/Internship placement within the predefined schedule of procedures as defined by the applicable Student Handbook; (ii) meeting all Site requirements of placement, including but not limited to interviews, physical examinations, and background checks; (iii) procure adequate and timely malpractice insurance (as per 1.c under Program Responsibilities, p.2); (iv) meeting all terms as set forth and agreed to in the Appendix.
- b. **Orientation.** The Student shall attend all orientation sessions to the program curriculum regarding the purpose and nature of the practicum/internship experience, including but not limited to policies, philosophy, procedures, protocols, rules, and expectations.

#### **2. Supervision**

- a. **Relationship to Supervisor and Coordinator.** The Student acknowledges the nature, purpose, and function of the supervision and agrees to comport his/her actions and responses consistent with the guidelines of the applicable accreditation body.

- b. **Role Models.** The Student agrees to seek and interact with role models that represent the diversity of professionals in the field as available at the Site. The variables of diversity include but are not limited to gender, ethnicity and race, socioeconomic status, age, religion, and sexual orientation.
  - c. **Client welfare.** The Student shall act at all times to meet his/her obligations and responsibilities for all client contact and welfare within the supervisory guidelines of the Supervisor.
  - d. **Documentation.** The Student shall document and provide to the Supervisor the number of student hours and appropriate categories of client contact, as well as maintain timely documentation of work with clients.
  - e. **Disciplinary Actions.** The Student will immediately address and respond to potential disciplinary issues as raised by the Supervisor. The student further agrees that such issues will be resolved through the Coordinator and not directly with the Supervisor or other persons at the Site. The Student shall immediately desist from any actions that are in question until such matters are resolved, as provided herein. The Student agrees to be bound by the resolution of issues as determined by the Supervisor and Coordinator. Failure to abide by the procedures and determinations of this process will result in disciplinary action initiated by the Program and governed by due process according to University guidelines. The Ethical and Professional Guidelines of the respective accrediting bodies shall serve as the basis for such issues.
  - f. **Grievance Procedures.** The Student has the obligation to report concerns and issues related to the performance of his/her placement, which may be in violation of the Student's rights under the provision of the Agreement and professional standards and guidelines. Such potential grievances must be communicated to and resolved by the Coordinator. Under no circumstances shall the Student engage in any conduct in violation of this paragraph. Failure to abide with such procedures shall result in disciplinary action as describe herein.
3. **Supervised Experiences and Activities**
- a. The Student acknowledges that all activities covered herein are conducted solely to fulfill curriculum requirements of the appropriate Program and may not be used for any other purpose.
  - b. The Student agrees to engage in training activities/experiences at the Site that are:
    - i. integral to the regular performance of the training site's normal professional functions, duties and responsibilities.
    - ii. continuous and sequenced in an organized manner and encompass a variety of presenting problems.
    - iii. consistent with the fulfillment of minimum hours and categories of client contact as required by the student's respective program.
    - iv. affirming and demonstrating a high regard for human dignity. The Student shall not participate in practices that restrict the exercise of civil or human rights of any person or which impair the quality and nature of professional training in psychology as defined by the respective accrediting entities.
4. **Student Responsibilities with Clients/Patients**
- a. **Relationship to Client.** The Student's relationship to clients at the Site is restricted solely to a supervised training experience within the guidelines of the Program's accreditation body. Under no circumstances shall the Student present and/or represent him/herself to any client or other person, whether at the Site or any other location, as licensed or a license eligible professional or having any authority, responsibilities, or duties outside or beyond the scope and intent, both explicit and implied, in this Agreement. Additionally,

the student must identify him or herself as a trainee prior to undertaking any clinical activities with the client.

- b. **Client/Patient Contact.** The Student shall have responsibility for fulfilling the number of student hours and appropriate categories of client contact, based upon the certification of the Supervision, as provided herein. Direct contact, at a minimum, should account for 40% of the total hours (Practicum: 100 hours total- 40 direct hours; Internship I and II 240 direct hours), with the remaining 60% attained through indirect service (e.g., supervision, training, consultation, paperwork, group supervision through class interaction).
- c. **Client/ Patient Welfare.** The Student agrees to affirm and demonstrate a high regard for dignity. The Student shall not participate in practices that restrict the exercise of civil or human rights of any person or which impair the quality and nature of professional training in psychology as defined by the respective accrediting entities.
- d. **Documentation.** The Student shall maintain documentation of the number of the student's hours and appropriate categories, based upon the student's documentation, to the Site, and the Program. Additionally, the student will complete all documentation in a timely manner.
- e. **Audio and Videotaping of Student and Client Interaction.** Students shall fulfill the Program requirements of audio and/or videotaping of interactions with clients under the following provisions:
  - i. Environmental conditions are conducive to audio and videotaping of student interaction with client/patients, as determined solely by the latter's welfare.
  - ii. Student conduct shall be governed by rules of agency of the University and professional standards and the guidelines and requirements of the Site, providing such guidelines and requirements are within the terms of this Agreement.

#### **Joint Responsibilities**

1. It is mutually agreed and understood that nothing in this agreement implies an employee/employer relationship between UNIVERSITY INSTRUCTORS or students and the SITE.
2. UNIVERSITY agrees to defend, indemnify and hold harmless the SITE, its affiliates, subsidiaries, and parent and their directors, trustees, officers, agents, servants and employees from and against any and all claims and liabilities (including reasonable attorney fees and expenses incurred in the defense thereof) relating to personal injury or property damage to the extent arising out of negligent acts or omissions of the UNIVERSITY'S students, faculty members, employees, servants, trustees, officers, directors, or agents in connection with their responsibilities under this agreement.
3. The SITE agrees to defend, indemnify, and hold harmless the UNIVERSITY and its trustees, officers, employees and students from and against any and all claims and liabilities (including reasonable attorney's fees and expenses incurred in the defense thereof) relating to personal injury or property damage to the extent arising out of conditions existing at the SITE and the negligent acts or omissions of the SITE'S personnel, including without limitation, their agents and their supervisory duties under the Program. Each party agrees that it shall give the other party prompt notice of any claim, threatened or made, or suit instituted against it which could result in a claim for indemnification above; provided however, that failure to give such notice shall not be a waiver of the party's right to indemnification from each other.
4. This agreement shall be governed, interpreted, and construed in accordance with the laws of the State of New Jersey.



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I \_\_\_\_\_ attest that all documents included in this  
(Name)  
packet are original, fully completed documents and that the packet is complete  
with all required forms. This packet is submitted as of \_\_\_\_\_  
(Date)

for the \_\_\_\_\_ (semester or semesters) to meet the  
requirements for securing a placement site/providing evidence that site based  
requirements for the semester have been met for (Check all that apply to this  
paperwork)

Practicum  Internship I  Internship II  Internship III

Print Name: Laureen Howell

Sign Name: 

Team: LT8

Student ID#: 1075-8825

Date: 6/24/11