

Appendix C

Practicum/Internship Site Agreement

**MISSOURI VALLEY COLLEGE**  
**COMMUNITY COUNSELING PROGRAM**  
**Practicum/Internship Site Agreement**

Site Name: \_\_\_\_\_

Term/Year: \_\_\_\_\_

Missouri Valley College in Marshall, Missouri, has a Master's degree program in Community Counseling and desires to establish practicum/internship programs at clinical centers in order to provide Missouri Valley College's Community Counseling students with applied educational experience while the students provide the centers with service.

This Clinical Center, herein referred to as the Clinical Center, desires to cooperate with Missouri Valley College's Master's degree program in Community Counseling to establish a practicum/internship at the Clinical Center.

This agreement establishes an affiliation between Missouri Valley College and the Clinical Center and sets forth the terms under which Missouri Valley College students may participate in a practicum/internship at the Clinical Center. These terms are as follow:

Missouri Valley College's Responsibilities:

- 1.) Missouri Valley College shall designate a fully qualified Missouri Valley College faculty member in its Community Counseling Program to work with the Clinical Center to establish a practicum/internship for Missouri Valley College students. The faculty member shall coordinate practicum/internship activities involving Missouri Valley College and the Clinical Center. The faculty member shall also assist the Clinical Center in any manner necessary to facilitate the effective administration of the practicum/internship and to resolve any problems with the practicum/internship that may arise.
- 2.) Missouri Valley College will provide group supervision sessions for its practicum/internship students. A qualified professional will conduct these sessions on a weekly basis.
- 3.) Missouri Valley College agrees to provide evaluation forms to the Clinical Center to be used in rating students' performance, and the Clinical Center agrees to provide evaluation at such times as these are called for by Missouri Valley College. Each student will be given the opportunity to discuss his or her evaluation with the site supervisor.
- 4.) Missouri Valley College assumes no liability for any actions of a Missouri Valley College Community Counseling program student participating in the practicum/internship while at the Clinical Center.

The Clinical Center's Responsibilities:

- 1.) The Clinical Center shall appoint one of its employees, with the concurrence of the Practicum Coordinator to serve as the site supervisor for the practicum/internship. The site supervisor shall be responsible for planning and supervising the practicum/internship experiences of the Missouri Valley College students participating in the program.
- 2.) Client care is the responsibility of the Clinical Center and is under its control and supervision. Practicum students/Interns will adhere to the policies and procedures and follow all the directives of the Clinical Center regarding client care.
- 3.) The Clinical Center will conduct a complete orientation for each student with respect to the policies and facilities of the Center, and will provide each student with the necessary instructional materials to be used during the practicum/internship.
- 4.) Students will participate in providing counseling services at the Clinical Center as part of the practicum/internship. They will also have the opportunity to take part in conferences and programs of interest that relate to professional counseling.
- 5.) The site supervisor will meet regularly with each practicum student/intern to supervise that student's clinical work at the Clinical Center.
- 6.) Missouri Valley College has the right to require that each student participating in the practicum/internship carry such professional liability insurance as it specifies.
- 7.) Missouri Valley College retains the right to withdraw from the practicum/internship any student whose performance is unsatisfactory or whose characteristics and activities are detrimental to the Clinical Center. Except in extraordinary circumstances, the Clinical Center will discuss the situation with the Practicum Coordinator prior to exercising the right of dismissal.

Combined Responsibilities of the Clinical Center and Missouri Valley College:

- 1.) The time periods and the number of students assigned during any one clinical training period will be mutually agreed upon by the Practicum Coordinator and the Clinical Center. Missouri Valley College will explain the academic training and the clinical experience of each student participating in the practicum/internship, and this information will be used by the site supervisor to develop the student's practicum/internship experience. The student's activities at the Clinical Center will be planned, implemented, and supervised by the site supervisor, to whom the student will be responsible during his or her participation at the practicum/internship site. If a student needs to begin prior to the beginning of the semester or extend their practicum/internship after the end of the semester, it will require an agreement between the student, the Program Director, instructor, and the site supervisor. The student will still be expected to attend all class sessions.
- 2.) Missouri Valley College's Community Counseling program students and faculty will treat as confidential client information gained during the clinical experience.

3.) Neither Missouri Valley College nor the Clinical Center will discriminate against any student in its assignments to a practicum/internship because of race, color, religion, sex and/or national origin.

This agreement shall be in effect from \_\_\_\_\_ through \_\_\_\_\_. It may be renewed accordingly through letters indicating that the agreement's terms are still acceptable to Missouri Valley College and the Clinical Center.

\_\_\_\_\_

Program Director

\_\_\_\_\_

Clinical Center Representative

\_\_\_\_\_

Date

\_\_\_\_\_

Date

**MACC**  
**Internship/Practicum Registration Document**  
**(Turn in to the Registrar's Office)**

Applicant's Name \_\_\_\_\_

\_\_\_\_ Practicum (3 credit hours)

\_\_\_\_ Internship (3 credit hours)

\_\_\_\_ Internship II (3 credit hours)

Supervising Faculty Member Assigned \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_

Application materials turned in: Yes \_\_\_\_\_ No \_\_\_\_\_

Internship Site: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Site Agreement turned in with appropriate signatures: Yes \_\_\_\_\_ No \_\_\_\_\_

Proof of liability insurance provided? Yes \_\_\_\_\_ No \_\_\_\_\_

Criminal Background Check Required? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, letter of verification received? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this student an international student? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, has the student obtained the signature of the MVC designated school official for internship approval? Yes \_\_\_\_\_ No \_\_\_\_\_

The above named student has completed all of the requirements for enrollment into the internship class listed above. All supporting documents are located in the supervising faculty member's office. Please allow him/or to register for the internship class.

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

I understand that by enrolling in an internship I will be charged tuition and fees just like any other course. Internship/Practicum credit hours are part of the full time package rate for fall and spring semesters and will be charged at the per credit hour rate for part time semesters and during the summer term. Students are not allowed to enroll in internships during the Fall or May Intersessions

\_\_\_\_\_  
Internship Student Signature

\_\_\_\_\_  
Date