

**Washington State University  
Community Counseling Internship Agreement**

This Agreement is made and entered into by and between [Enter Training Site] hereinafter called the "Training Site", and WASHINGTON STATE UNIVERSITY, through its College of Education, Educational Leadership and Counseling Psychology Department, hereinafter called "WSU".

RECITALS:

WSU's curriculum for preparing students enrolled in its Community Counseling Program in the College of Education includes a requirement for the students to acquire experience in a clinical setting prior to earning the master's degree.

Training Site has suitable experiences, supervisors, and facilities available for the educational experience of such students. It is mutually beneficial to WSU and Training Site to have WSU's students participate as interns at Training Site facilities.

THE PURPOSE OF THIS AGREEMENT is to provide the cooperative arrangements for student intern educational experiences for students enrolled in the College of Education, Washington State University. This Agreement sets forth the duties and responsibilities of the Training Site and WSU with respect to these experiences. As consideration for the mutual covenants and agreements contained in this document, WSU and Training Site agree as follows:

I. GENERAL PROVISIONS

- a. Following execution of this Agreement, and within the scope of its provisions, WSU and Training Site may develop letter agreements to formalize operational details of the student intern program at Training Site. These details may include, but are not limited to, the following:
  - i. Beginning dates and length of experience (to be mutually agreed upon at least one month before the beginning of the student intern experience.)
  - ii. Specific learning objectives and performance expectations for students;
  - iii. Specific allocation of responsibilities for the WSU faculty representative, and the Training Site's supervisor to whom the student will be assigned.
  - iv. Deadlines and format for student progress reports and evaluation forms.Any such letter agreements will be considered to be attachments to this Agreement, will be binding on the parties when signed by authorized representatives of each party, and may be modified by subsequent letter agreements signed by authorized representatives of each party.
- b. WSU and Training Site will jointly plan the internship experience for each student, and shall jointly evaluate the students. Exchange of information will be maintained by on-site visits when practical and by letter or telephone in other instances.
- c. WSU and Training Site will instruct their respective faculty and staff, and the students participating in the Community Counseling Program to maintain confidentiality of information as required by law and by policies and procedures of WSU and Training Site.

- d. WSU and Training Site will each comply with all rules and regulations of the other party and all state and federal laws applicable to this Agreement.
- e. Student interns while engaged in the educational program provided pursuant to this Agreement shall retain the status of students working towards the fulfillment of their degree requirements. Students are not employees or agents of WSU.
- f. Training Site personnel participating in the educational program provided pursuant to this Agreement are, and shall remain employees of the Training Site for all purposes, and shall not be deemed or considered to be employees or agents of WSU.

## II. LIABILITY COVERAGE PROVISIONS

- a. Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.
- b. WSU and its officers, employees, and agents, while acting in good faith within the scope of their official WSU duties, are covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.), and successful claims against WSU and its employees, officers, and agents in the performance of their official WSU duties in good faith under this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130.
- c. Training Site maintains liability coverage for its employees, officers, and agents in the performance of this Agreement, and further provides the means for defense and payment of claims that may arise against the Training Site or such individuals.
- d. Training Site will accept placement of only those students who are insured against liability for actions or inactions occurring in the internship setting. Students participating in an internship program will be covered either by an experiential student policy offered through Washington State University or acquired by the student through another source. The limits on the liability policy shall be, at minimum, \$1,000,000 per occurrence. Certificates of such coverage purchased by the student will be provided to Training Site upon request. Should proof of insurance not meet with Training Site's approval and satisfaction, Training Site can refuse to accept any student for placement.

## III. HIPAA

- a. WSU shall direct its students to comply with the policies and procedures of the Training Site, including those governing the use and disclosure of individually identifiable health information under federal law, specifically 45 CFR parts 160 and 164. Solely for the purpose of defining the students' role in relation to the use and disclosure of Training Site's protected health information, as that term is defined in 45 CFR parts 160 and 164, the students are defined as members of the Training Site's workforce, as that term is defined by 45 CFR 160.103, when engaged in activities pursuant to this Agreement. However, the students are not and shall not be considered to be employees or volunteers of the Training Site, nor are the students agents of the Training Site by virtue of this provision.

## IV. The Training Site agrees:

- a. To orient the student to the administrative policies, rules, standards, schedules and practices of the site.

- b. To assign an internship supervisor who has a master's or Ph.D. in counseling or a related field with a minimum of two years' experience, and who has the appropriate time and interest for training the students.
- c. To provide opportunities for students to engage in a variety of counseling activities and to pursue their learning objectives
- d. To provide the intern with adequate work space and resources (e.g., office supplies, access to computer) needed to conduct internship activities.
- e. To allow recording of selected clients/students and to allow presentations in class under instructor review to facilitate supervision by the university internship instructor
- f. To provide at least one hour per week of individual supervision and to integrate some examination of intern work using audio/visual tapes, observation, and/or live supervision.
- g. To provide written evaluation of intern based on criteria established by WSU at the end of each semester.
- h. To meet as needed with WSU personnel to plan, evaluate, and modify the student intern program and field experiences, and to assist/cooperate in the collection of data/research that will assist WSU to evaluate its programs and potential success of its students.
- i. To treat student interns as professionals, provide clear expectations that they follow all rules and regulations established by the Training Site, and train them to be aware of and follow such rules and regulations.
- j. The Training Site may remove a student intern from placement for violating Training Site rules and regulations or for such actions the Training Site views as detrimental to its operations. The Training Site will consult with WSU before final action is taken.

V. WSU agrees:

- a. To provide participating Training Site with WSU's evaluation materials.
- b. To provide a liaison to work with the Training Site on all matters connected with this Agreement.
- c. To be responsible, in cooperation with the Training Site staff to which the intern is assigned, for the final evaluation of the intern's completion of his/her internship.
- d. To meet as needed with Training Site personnel to plan, evaluate, and modify the student intern program and field experiences.
- e. To notify the student intern that he/she must adhere to the administrative policies, rules, standards, schedules and practices of the site
- f. That the university instructor of the internship course is responsible for the assignment of a fieldwork grade.

VI. It is mutually agreed that:

- a. The central administration of the Training Site and WSU's faculty coordinator will be jointly responsible for assigning student interns, and working out the student's program of experience in cooperation with the Training Site staff; provided, however that the Training Site reserves the right to terminate any student intern when it is in the best interests of the Training Site to do so but will consult with WSU's supervisor before doing so.
- b. In assigning student interns, it is recognized that, in some instances, it may be desirable for the student to work with more than one Training Site supervisor.
- c. The term of this Agreement shall be for five (5) years. This Agreement may be renewed for additional periods if approved by both parties in writing. Notwithstanding the term stated, this Agreement may be renewed, amended, or terminated at the end of each school semester, provided it may not be amended or terminated as to student interns who have not completed their internship under this Agreement.

- d. Trainees are not and shall not be considered to be employees of the Training Site unless otherwise agreed in writing between the Training Site and the Trainee.

VII. Other Terms:

- a. This Agreement and any letter agreement to be attached hereto constitute the entire agreement between the parties and supersedes any and all prior oral or written agreements, commitments, or understandings concerning the matters provided for in this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.
- b. The parties may modify this Agreement only by a subsequent written Agreement executed by the parties. Any modification shall be effective only if written, signed and dated by the authorized representatives of each party and attached to this Agreement.
- c. Any conflict or inconsistency in this Agreement and its attachments will be resolved by giving the documents precedence in the following order:
  - i. This Agreement; and
  - ii. Attachments to this Agreement in reverse chronological order.
- d. This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington. The parties' rights or obligations under this Agreement shall be construed in accordance with those laws. The provisions of this Agreement shall be construed to conform to those laws.
- e. All notices, requests, or other communications required to be given or sent by WSU or Training Site, will be in writing and will be mailed by first-class mail, postage prepaid, or transmitted by hand delivery or facsimile, addressed as follows:

For WSU:

For Training Site:

Contact:

Contact:

Phyllis Erdman  
Coordinator, Community Counseling  
Program  
Washington State University  
Cleveland Hall 160B  
Pullman, WA 99164-2114

[Name]  
[Title]  
[Site Name]  
[Address]  
[City, State, Zip]

Fax: 509-335-9172

Fax:

Each party may designate a change of address by notice in writing. All notices, requests or communications that are not hand delivered will be deemed received three (3) days after deposit in the U.S. mail, postage prepaid; or upon confirmation of successful facsimile transmission.

- f. If any provision of this Agreement or any provision of any document incorporated by reference, or any other agreement document or writing pursuant to or in connection with this Agreement, shall be held wholly or partially invalid or unenforceable under applicable law, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to

- the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.
- g. A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to this Agreement.
  - h. Training Site will permit, on reasonable notice and request, the inspection of Training Site facilities by agencies charged with responsibility for accreditation of WSU.

VIII. Authorized Signatures

- a. The parties executing this Agreement below hereby certify they have the authority to sign this Agreement on behalf of their respective parties and that the parties agree to the terms and conditions of this Agreement as shown by the signatures below.

FOR TRAINING SITE

FOR WASHINGTON STATE  
UNIVERSITY

Recommended by:

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_