

**Doctoral Practicum Agreement
Advanced Practicum in Counseling G624
Indiana University School of Educational
Department of Counseling & Education Psychology**

This Doctoral Practicum Agreement, is by and between The Trustees of Indiana University, on behalf of its School of Education, Department of Counseling and Educational Psychology, (“University”), and, _____ (“Facility”), of _____ (city, state).

WITNESSETH

Whereas, it is to the mutual benefit of the parties to provide practicum experience for students enrolled in certain programs of the University, the parties have agreed to the terms and provisions set forth below:

I. Purpose and Consideration: The purpose of this Agreement shall be to provide practicum experience to doctoral students enrolled in the University’s Counseling Psychology Program. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall neither be expected nor received by either party.

II. Terms and Conditions: Pursuant to the above-stated purpose, the parties agree as follows:

A. Term and Termination:

TERM:

1. The Term of this Agreement shall be for a period of two years, beginning on _____. At the close of this initial term, the parties may extend this Agreement for an additional two-year term.

TERMINATION:

2. Notwithstanding any other method of termination set forth elsewhere in the Agreement, this Agreement shall terminate:

- a. by mutual consent of both parties; or
- b. by either party upon ninety (90) days written notice to the other party.

B. Revisions: This Agreement is subject to changes and revision as necessary and by agreement of the parties; provided, however, that any such change or revision must be agreed to in writing by both parties in order to be binding.

C. Placement of Students: Upon the execution of this Agreement, Facility will be added to list of approved sites for practicum placement that is available to Students. Students who wish to do a practicum at the Facility will contact the Facility. Upon its acceptance of a Student for a practicum, the Facility shall notify

the University. Subject to the non-discrimination provision set forth in Paragraph G.4. of this Agreement, the Facility retains the right to accept or reject candidates and to set the number of Students that it will accept based on the current level of staffing in the appropriate discipline.

- D. Discipline: While enrolled in a practicum experience at the Facility, Students will be subject to all applicable policies of the Facility, including the dress code. As a general matter, students shall be dismissed from participation in the practicum experience only after the appropriate disciplinary policies and procedures of the University have been followed.

Notwithstanding the foregoing, however, Facility may immediately remove from the premises any student who poses an immediate threat or danger to patients, staff, visitors or the premises or the public, but Facility shall make reasonable efforts to contact the University Training Director at 812-856-8300 prior to ejecting (excluding) the student from Facility premises. If prior notice is not possible, Facility shall make notification as soon thereafter as possible. A student excluded from the Facility under these circumstances shall still be subject to the University's discipline policies and procedures prior to a final decision of a permanent dismissal from the practicum experience.

- E. University-Specific Responsibilities: The following duties shall be the specific responsibilities of the University:

1. Inform students of opportunities for placement at the Facility.
2. Maintain liaison with Facility for supervision of students at Facility for practicum experience.
3. Establish a procedure for notifying the Facility if a student is unable for any reason to report for practicum training.
4. Establish professional liability and other insurance coverage as follows:
 - a. During the term of this Agreement, University agrees to provide evidence of adequate general liability insurance covering the acts or omissions of its faculty, employees and instructors during their participation in the Program. University agrees to provide notification to Facility if a lapse or change in insurance coverage occurs during the contract period.
 - b. The University shall cause each such student to obtain and maintain in force Professional Liability Insurance covering all liability incurred by each student that arises out of and during the course of each such student's activities under the terms of this Agreement, with limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the annual aggregate.

5. Inform students that they are not to submit for publication any material relating to the practicum education experience without prior written approval from the University and the Facility.
6. Distribute to students the Facility's pertinent policies and procedure if such materials are provided by the Facility.
7. To instruct students that they are responsible:
 - a. To follow policies and procedures of the Facility throughout the affiliation.
 - b. To provide health records upon request by the Facility. Typical requests include proof of Immunization tests, including MMR, PPD and Hepatitis B and/or Hepatitis declination form.
 - c. To provide documentation of appropriate liability insurance as provided in Paragraph E.4(b).

F. Facility-Specific Responsibilities: The following duties shall be the specific responsibilities of the Facility:

1. The Facility will designate a staff member who is acceptable to the University as the Facility's Education Coordinator to:
 - a. Provide for comprehensive orientation to the Facility including but not limited to policies, philosophy, procedures, protocols, rules, and expectations.
 - b. Designate a staff member who must be a licensed or license-eligible psychologist who will be responsible for supervising the practicum experience and providing a planned and supervised program;
 - c. Maintain a sufficient level of staff support to provide supervision of students and to carry out normal service functions without having students perform in lieu of staff. Notify the University if staffing falls below this level while students are present on scheduled affiliation.
2. Provide for the students a patient caseload that is appropriate to his/her needs and level of experience and proficiency and that is of sufficient size and variety to ensure the best educational experience possible, including, whenever feasible, the opportunity to interact with a diverse staff and client/patient population.

3. Notify the University in writing of any changes within the Facility which would alter significantly the specified practicum education experiences for the students.
4. Retain complete responsibility for patient care, providing adequate supervision of students at all times.
5. Provide emergency medical treatment to students if needed for illness or injuries suffered during practicum experience. Such treatment shall be at the expense of the student treated.
6. Maintain all applicable accreditation requirements and certify such compliance to the University or other entity as requested by the University. The Facility shall also permit authorities responsible for accreditation of the University's curriculum to inspect the Facility's practicum facilities and services as necessary.
7. Certify the number of student hours and appropriate categories of client contact, based upon the student's documentation.
8. Evaluate each student's performance based on criteria provided by University at the end of each academic semester. An appropriate Facility employee will meet with each student to go over the evaluation orally, and will provide a written copy of the evaluation to the student, the Training Director, and the Facility's Education Coordinator.

G. Mutual Responsibilities: The parties shall cooperate to fulfill the following mutual responsibilities:

1. Each party shall comply with all federal, state, and municipal laws, rules and regulations which are applicable to the performance of this Agreement.
2. Students shall be treated as trainees who have no expectation of receiving compensation or future employment from the Facility or the University.
3. The parties expressly acknowledge and agree that students are not the agents or employees of either the University or the Facility for any purpose, including but not limited to purposes of providing general liability coverage pursuant to Paragraph II.E.4.a. of this Agreement.
4. The parties agree to comply with Title VI and IX of the Federal Education Amendments of 1972, and Section 504 of the Federal Rehabilitation Act of 1973, Executive Order 11,246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students, because of race, religion, creed, color, gender, age, handicap,

veteran status or national origin.

IN WITNESSES WHEREOF, the parties have by their duly authorized representative set forth their signature:

University:

The Trustees of Indiana University

BY: _____
MaryFrances M. Mccourt
Treasurer

(Training Director)

(Date)

Facility:

BY: _____
(Signature)

(Printed name)

(Title)

(Date)