**MEMORANDUM OF UNDERSTANDING**

**\*Please review all internship requirements and sign on page three of this document. All 3 pages of the Memorandum of Understanding must be submitted prior to each term to the course instructor.**

The Counselor Education Pre-Practicum/Practicum/Internship offered by Saint Vincent College is designed to provide the student intern with: (1) an opportunity to gain practical, on-the-job guidance and counseling experience in a school setting and (2) a means of integrating didactic experiences and information with actual experience under the supervision of a currently practicing PA certified school counselor with three (3) years of experience.

I. **The School shall be responsible to (suggested and not limited to):**

a) Provide the student with the opportunity to:

1. Conduct group counseling and/or classroom guidance lessons;

2. Provide the intern student with appropriate student clients for individual counseling and/or individual planning, with a minimum of f our (4) separate student clients;

3. Conference and consult with parents and other school personnel;

4. Attend Student Assistance Programming (SAP) or Instructional Support Team (IST) and special education meetings;

5. Attend faculty meetings and in-services;

6. Coordinate career development activities;

7. Conduct an advocacy project, such as coordinating a career day or leading a parent workshop, with the joint approval of site and college supervisor;

8. And conduct other school counseling related duties.

b) Provide the college supervisor, on a form to be provided, an evaluation of the student intern’s performance and potential;

c) Maintain bi-weekly contact with the student’s college supervisor via e- mail or telephone;

d) Provide the intern with weekly, individual supervision for a minimum of 1 hour per week;

e) If the approval of the school board or administration is required, the site supervisor shall inform the intern of the procedure to obtain such approval.

**II. The College shall be responsible to:**

a) Designate a college supervisor who will coordinate the internship;

b) Consult as needed with the site supervisor;

c) Conduct seminars as scheduled;

d) Solicit evaluative input from the site supervisor and assume primary responsibility for assigning a grade;

e) Provide leadership in assisting the student in designing an advocacy project and provide approval.

**III. The School Counseling Intern shall be responsible to:**

a) Secure an internship site.

b) Provide proof of valid Act 151 (Child Abuse), Act 34 (Criminal Record), Act 114 (FBI Fingerprinting), and TB (Tuberculosis) test.

c) Review site agreement form and hour requirements with agency/site supervisor

d) Complete required hours in direct service (individual counseling, individual planning, group counseling, classroom guidance, consultation)

e) Attend seminars as scheduled

f) Maintain an accurate, written daily log of activities and experiences and secure both site and college supervisors’ signature on a weekly basis

g) Conduct a comprehensive project with the joint approval of the site and college supervisors

h) Other guidance duties as assigned by the site supervisor

i) Fulfill all course requirements as assigned by the internship instructor

**IV. Mutual Terms and Conditions:**

a) Term of Agreement. The term of this Agreement shall be \_\_\_\_\_\_\_ years from the date of execution.

b) This Agreement may not exceed a period of five years.

c) Termination of Agreement. The college, candidate, or site supervisor may terminate this Agreement for any reason within (90) days notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the Affiliated Entity terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have concluded absent this termination.

d) Nondiscrimination. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Educational Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.

e) Modification of Agreement. This Agreement shall only be modified in writing with the same formality as the original Agreement

f) Relationship of Parties. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.

g) Entire Agreement. This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

The undersigned agree to all the provisions stated in the Internship Memorandum of Understanding (students are only responsible for obtaining the site supervisor’s signature and providing their own):

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-Site Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On-Site Mentor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(if second mentor needed)*

Course: GCCE 651 GCCE 661 GCCE 671

College Supervisor initials\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received on date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please submit to college instructor to be placed in student file.