



Argosy University, Sarasota Campus Field Study Letter of Agreement

This agreement is made between School Board of Clay County, Florida hereinafter referred to as the Site, and Argosy University, Sarasota Campus, hereinafter referred to as the University.

Whereas the purpose of this agreement is to guide and direct a working relationship between the Site and the University in providing learning experiences for graduate students during practica and internships as partial requirement towards a Graduate Degree in School Counseling. This agreement is as follows:

Section A

The University shall do or cause to be done the following:

1. Assure the students will be notified there is an expectation that they will abide by the rules of the Site, the American Counseling Association Code of Ethics, the American School Counselor Association Code of Ethics, and relevant state and federal laws. Students may be withdrawn from the Site at the request of the Site for sufficient cause.
2. Be responsible for establishing guidelines and objectives for the instruction of the students of the University and screen them for preparedness for placement in a school setting.
3. Require that all students provide evidence of malpractice liability insurance prior to commencement of practica/internship.

Section B

The Site shall do or cause to be done the following:

1. Provide clinical opportunities for the students of the University. This would include but not be limited to individual counseling, group counseling, case conferences, in-service training, consultation, and the like.
2. The Site will assign an appropriately credentialed school counselor to serve as a field-site supervisor for the student. The Site supervisor will provide an evaluation of student's progress to the University faculty.

3. Assist in the delivery and evaluation of student's learning and performance via regularly scheduled supervision (a minimum of one hour per week of individual/dyadic supervision) and scheduled interactions with appropriate University faculty.
4. Retain the right to remove any student from the Site experience whose behavior may be hazardous to patient service and/or otherwise inappropriate. The appropriate University faculty will be notified of the decision immediately.

Section C

The University and the Site agree to be mutually responsible for the following:

1. Students placed at the Site must be acceptable to appropriate Site and University personnel. Site staff will have the opportunity to screen the prospective student intern prior to the start of the internship.
2. Faculty, supervisory staff, and students will work together to maintain an environment, which provides quality client care and quality student learning.
3. Representative of the University and Site will communicate regularly and as needed during the term of the placement for a joint review of the placement.

Section D

The student shall be responsible for establishing a relationship with the Site.

Students are also responsible for maintaining professional liability insurance during the duration of the internship, adhering to relevant Site policies, procedures, and regulations, and communicating regularly with University faculty. Students will adhere to local, state, federal regulations regarding confidentiality.

The student shall, at the student's expense, undergo and pass a background screening as required by Florida statute 1012.32 prior to being allowed to enter upon school grounds when students are present.

Section E

The assignment of students to the clinical internship program can be with or without compensation from the Site.

Section F

The University and the Site will not discriminate in the assignments of students to the clinical internship program because of age, color, culture, disability, ethnic group, gender, marital status, race, religion, , sexual orientation, socioeconomic status.

Section G

To the extent that the Site maintains records regarding the student's educational experience, such as attendance data and field observations and ratings, Site agrees that it shall not release, except to Argosy University or its agents or employees, such personal information contained therein, without the written consent of the student.

Section H

Once established this agreement shall remain in affect until terminated by either party with 30 days advanced written notice.

Marilyn Highland, Program Chair
Argosy University Representative

5/6/08
Date

Clay County Representative

Date