

**Memorandum of Understanding between**  
***Master of Arts Program in Counseling Psychology, Psychology***  
***Department, University of Hawaii at Hilo***

**and**

***[NAME OF SITE GOES HERE]***

I. Responsibilities of Parties

1. This memorandum incorporates commitments mutually agreed to by the University of Hawaii at Hilo for the Master's Program in Counseling Psychology in the Department of Psychology (hereinafter referred to as "UHH") and the practicum/internship site, hereinafter referred to as the "Internship Site."
2. There shall be no financial obligation by or to UHH or the Internship Site.
3. The clinical experience will cover an approximate period of sixteen weeks during each semester at UHH. Days and times the student spends at the site will be arranged by the student and the site supervisor. Students will need to earn a minimum of 300 hours of direct client contact across Fall and Spring semesters. During the Fall semester, it is expected that students will work approximately one full day per week at the site while accruing at least 40 client contact hours. During the Spring semester, it is expected that students will work approximately 35-40 hours per week while accruing the number of client contact hours needed to reach 300.
4. Both UHH and the Internship Site agree that there shall be no discrimination on the basis of race, ethnicity, religion, sex, age, disability, sexual orientation, or national origin.
5. The responsibilities of UHH are as follows:
  - a. UHH will provide the name of each student and any other relevant information requested by the Internship Site in order to support the education and training of the student at the Internship Site. The Internship Site will make the final decision about whether or not to accept any specific student as a trainee.
  - b. UHH will support mutually agreed upon rules and regulations that govern the student in the Internship Site. This includes protecting the confidentiality of client and other sensitive records.

c. UHH will designate the student's Clinical Instructor at UHH as the liaison between UHH and the Internship Site.

6. The responsibilities of the Internship Site are as follows:

a. The Internship Site shall provide UHH's liaison the name and credentials<sup>1</sup> of the supervisor at the Internship Site. The supervisor will maintain contact with UHH's liaison for the mutual monitoring of the student's clinical experience.

b. The Internship Site supervisor shall provide the student with at least 1-hour of individual clinical supervision per week or 90-minutes of clinical supervision per week if supervision is conducted in a small-group format, during the course of the internship (approximately 16 weeks).

c. The Internship Site shall, on reasonable request, permit the inspection of its facility, its services, student's records, and such other items pertaining to this program.

d. The Internship Site shall treat all student background information as confidential material. All records provided to the Internship Site by UHH shall remain UHH property and shall be returned to UHH following the completion of the student's clinical experience.

e. The Internship Site is not required or expected to remunerate students for participating in the internship program. On the other hand, UHH does not prohibit sites from paying students.

## II. Liabilities of the Parties

The Internship Site, its agents, and employees, will not be liable to UHH for any injury that may occur to a student or to clients treated by the student while the student is engaged in this clinical program, unless said injury or harm results from intentional or otherwise deliberate acts of the Internship Site, its agents, or employees. UHH agrees to hold harmless the Internship Site, its agents, and employees from any liability to UHH for personal injury, damage to property, or harm to clients resulting directly or indirectly from the use of the Internship Site by UHH or its practicum student.

UHH, its agents, and employees, will not be liable to the Internship Site for any injury that may occur to a student or any harm that may occur to a client treated

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<sup>1</sup> To be eligible for licensure, our students must receive supervision from a licensed mental health professional (psychologist, psychiatrist, LCSW, MFT, LMHC, or advanced practice psychiatric nurse). However, if the Site Supervisor is not a licensed mental health professional, the Clinical Instructor (UHH faculty member), who will also be providing the student with at least 3 hours of group supervision each week, can sign off on the student's hours.

by the student while the student is placed in this clinical program, unless said injury or harm results from intentional or otherwise deliberate acts of UHH, its agents, or employees. The Internship Site agrees to hold harmless UHH, its agents, and employees from any liability to the Internship Site for personal injury, damage to property, or harm to clients resulting directly or indirectly from the use of the Internship Site by UHH or its clinical students.

### III. Terms of Agreement

1. This agreement shall automatically renew annually, provided that either party shall have the right to terminate this agreement upon not less than two months written notice to the other. Said termination, however, shall occur only at the end of a UHH academic year.
2. It is understood and agreed that the parties to this agreement may revise or modify this agreement by written amendment executed by both parties.
3. This agreement shall be effective when executed by both parties.

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

\_\_\_\_\_  
Internship Site Supervisor, for the Internship Site

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bryan S. K. Kim, Ph.D.  
Director of Master of Arts Program in Counseling Psychology  
Professor, Department of Psychology  
University of Hilo at Hawaii

\_\_\_\_\_  
Date

Please return signed copy to:

Bryan S. K. Kim, Ph.D.  
Psychology Department, UHH  
200 W. Kawili Street  
Hilo, HI 96720

or

bryankim@hawaii.edu

or

808-974-7737 (fax)

