

**Memorandum of Agreement  
between  
Salve Regina University  
and  
Department of Human Services  
Office of Rehabilitation Services**

**AGREEMENT  
for  
Practicums and Internships**

AGREEMENT made and entered into as of the 17th day of July, 2008 by and between SALVE REGINA UNIVERSITY (hereinafter referred to as the “University”), and OFFICE OF REHABILITATION SERVICES (hereinafter referred to as the “Facility”).

WHEREAS, the University is the owner and operator of undergraduate and graduate programs requiring certain clinical educational facilities; and

WHEREAS, the Facility is the owner and operator of an institution in which such clinical facilities presently exist; and

WHEREAS, the parties herein referred to are desirous of entering into this Agreement for the express purpose of setting forth, clearly and accurately, a complete and detailed statement of their respective agreements and responsibilities during the term of this Agreement.

NOW THEREFORE, in consideration thereof, the University and the Facility, functioning collaboratively, herein agree to carry out their respective responsibilities as follows:

**I. THE UNIVERSITY AGREES TO:**

1. Assume and maintain full responsibility for the planning and execution of the educational programs including administration, curriculum content, faculty appointments, faculty administration, and the requirements for matriculation, promotion and graduation.
2. Student performance shall be regularly reviewed by a supervising University Faculty. Such review will include meetings between student and faculty supervisor at least once during a three month internship/practicum.
3. Provide orientation to the educational program for the Facility’s staff.
4. Ensure students have obtained Professional Liability coverage for expenses and/or losses incurred through their negligent acts or omissions.

5. Work in good faith to teach a mutual agreement with the Facility regarding days and hours for student assignments.
6. Withdraw any student from Practicum/Internship at the request of the Facility when the student is unacceptable and undesirable to the Facility for reasons of health, performance of duties, or other reasonable causes.
7. Be involved in trying to assure that its students comply with all rules and regulations of the Facility.
8. Inform its students and instructors that they must respect and preserve the confidential nature of all information relating to patients at the Facility.

## **II. THE FACILITY AGREES TO:**

1. Allow the students enrolled at the University to utilize the facilities of the Practicum/Internship site and the resources available at the Facility including supplies and equipment that are essential for clinical experience and qualitative patient care.
2. Permit the students to use of their cafeteria, library, and parking facilities.
3. Meet and/or confer periodically with designated faculty members of the University to discuss and evaluate the student program.
4. Nominate at least one employee of the Facility, hereafter called student supervisor, to assume primary responsibility for the coordination, direction and general supervision of each student. The Facility student supervisor will complete a written evaluation of student performance at the end of the practicum/internship. The Facility student supervisor will discuss with the student his/her performance and provide a copy of the written evaluation to the student.
5. Contact the University immediately should a concern be raised about the conduct of the student. In cases of "borderline" intern/practicum performance, Facility student supervisor in conjunction with the University supervisor shall so inform the student and shall initiate such corrective procedures as may deem reasonable and appropriate.

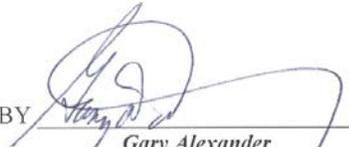
## **III. IT IS MUTUALLY AGREED THAT:**

1. Representatives of both the University and the Facility shall meet annually to discuss issues of mutual concern and to decide whether or not any changes are necessary before renewal of this Agreement.
2. Students shall under no circumstances be deemed employees of the Facility, but rather as privileged associates of the Facility during the hours in which they are assigned to the

program. Therefore, neither party to this Agreement shall be obligated to pay any monetary compensation to the other or to any practicum or internship student.

3. The University education program shall be the responsibility of, and under the control and supervision of, the University, and shall be administered through its staff. All services and patient care shall be the responsibility of the Facility and administered through its staff.
4. The Facility will not be responsible for any accident or injury suffered by the students in this program while they are on the premises or grounds of the Facility, subject to the Facility's own negligence.
5. The Facility shall not be responsible for any claims arising out of any wrongful acts or omissions of the students.
6. This Agreement shall become effective **July 17th, 2008**, and shall continue in effect for **Three (3)** year(s), unless terminated as described below.
7. Either party desiring to terminate this Agreement may do so by providing the other party with at least ninety (90) days written notice thereof. However, the parties agree that if an academic semester has commenced, such notices shall not be effective until completion of that semester.
8. This Agreement may not be waived, changed, discharged, or terminated orally by any statement or action of the parties, but only by an instrument in writing signed by both parties.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first above written.

BY   
\_\_\_\_\_  
Gary Alexander  
Director, Department of Human Services

BY   
\_\_\_\_\_  
Dean de la Motte, Ph.D  
Vice President Academic Affairs

Date 12/31/08

Date 11/12/08