Internship is essentially a professional commitment, on rare occasions, the intern or course instructor may determine that the internship site is not an appropriate learning experience, or the internship site may determine that the intern is not a good fit for their agency. In either case, any of the parties may decide to terminate the internship agreement. If this occurs, the student should follow the guidelines for early termination of internship. Please note: If an internship is terminated for any reason, the student is responsible for following all procedures regarding adding/dropping credits and is responsible for all tuition, fees and penalties associated with credit coursework.

GUIDELINES FOR EARLY TERMINATION OF INTERNSHIP

Requests by Student Interns:

1. The faculty course instructor must be informed immediately if an issue develops that potentially affects a student intern's continued placement.

2. A conference between the course instructor, student intern and site supervisor will be held in an attempt to resolve problem/issue.

3. If the issue is not resolved, student intern must submit a written request to dissolve the contract and submit to the course instructor describing the reason for the request and the steps taken to resolve the issue.

4. The course instructor will forward a request to the internship coordinator with a recommendation.

5. After review and in consultation with the program director and, if necessary additional faculty, the department chair approves or disapproves the request. The internship coordinator will communicate the decision to the course instructor, student intern and employer and as appropriate; a) approve a new placement for the student intern if request is approved; or b) follow through on problem resolution with the course instructor, student intern and site supervisor if request is denied.

Requests by Employer:

1. The faculty course instructor must be notified immediately by the site supervisor if an issue develops that jeopardizes the student intern's continued placement.

2. A conference between the faculty instructor, student intern and site supervisor will be held in an attempt to resolve problem/issue. If placement is jeopardized because of student intern behavior, the faculty instructor will facilitate the process of developing specific behavioral expectations that the student intern must meet if the placement is to be continued. A specific time period will be specified during which the student intern must meet the expectations, usually 2-3 weeks.

3. A second conference between the faculty instructor, student intern and site supervisor will be held. The plans in the previous conference will be evaluated. If the student intern has not met the expectations a new plan may be formulated or the placement may be terminated. 3. A second conference between the faculty instructor, student intern and site supervisor will be evaluated. If the student intern has not met the expectations a new plan may be formulated or the placement may be terminated.
This internship contract termination agreement between the Sam Houston State University, Department of Counselor Education and the designated Internship Site, ________________________________, acknowledges the mutual release of responsibilities and/or obligations for the selection and internship experiences of Sam Houston State University Counseling Program students during the specified academic term.

Either party has the right to initiate the termination of this Agreement. By signing, a signature is an agreement that the parties wish to terminate the Contract and resolve any and all obligations arising out of the Contract. This agreement sets forth the date of termination. This Termination Agreement must be signed by both parties to the original contract.

Reviewed and Agreed

_________________________________  ______________________________________
Site Administrator  University Supervisor (Professor)
(Person in charge of facility)  

______________________________  ________________________________
Date  Date

_________________________________  ______________________________________
Clinical Supervisor  University Intern (Printed Name)
(Person who meets with student one hour per week for supervision)  

______________________________  ________________________________
University Intern (Signature)  Date

_________________________________  ______________________________________
University Department Chair  Dean, College of Education

______________________________  ________________________________
Date  Date