

**ADDENDUM TO
NEW MEXICO HIGHLANDS UNIVERSITY
PRACTICUM/ INTERNSHIP AGREEMENT**

THIS ADDENDUM is made entered into on this 2nd day of December, 2019, by and between **Santa Fe County** (hereinafter the "County"), a political subdivision of the State of New Mexico, and **New Mexico Highlands University**, P.O. Box 9000, Las Vegas, New Mexico 87701 (hereinafter "NM Highlands").

WHEREAS, NM Highlands, Counselor Training Program, wishes to contract with the County to set forth the terms and conditions upon which NM Highlands will offer a student who is in the Counselor Training Program to complete an internship at the Santa Fe County Adult Detention Facility (SFADF); and

WHEREAS, NM Highlands has a written Practicum/ Internship Agreement that sets forth some of the terms and conditions of the internship however there are additional terms and conditions that the County requires for a student intern who is not a paid County employee to be authorized to be in the SFADF to provide counseling services for inmates of the SFCADF.

WHEREAS, this Addendum contains additional terms and conditions imposed by the County and these terms and conditions are hereby incorporated into and are in addition to the terms in the NM Highlands Practicum/ Internship Agreement. This Addendum and the NM Highlands Practicum/ Internship Agreement are collectively referred to as the "Agreement."

THE PARTIES AGREE as follows:

1. The NM Highlands intern is Cheryl Carrington and she is a student of NM Highlands, Counselor Training Program (the Student).
2. The Student will be providing counseling services at the SFADF and no compensation will be paid to the Student for services performed during the internship. Housing, transportation or other living expenses for the Student to travel to and from the SFCADF will not be provided or paid for by the County.
3. The Student's internship at the SFCADF will commence August 21, 2019, and terminate on December 20, 2019.
4. The Student confirms and acknowledges that she has completed a background check and submitted her PREA history. Student confirms that she has student behavioral health malpractice insurance.
5. The Student has read, understands and agrees to abide by all security policies, procedures and protocols of the SFCADF.
6. All County records and confidential medical or protected health information shall remain with the County.
7. The Student agrees to the following:

- i. I understand that I am not an employee of Santa Fe County. "Employee" for purposes of this Agreement means classified employee, elected official, full-time

- employee, part-time employee, probationary employee, term employee, temporary employee, casual position employee, or an at-will as those terms are defined in the Santa Fe County Human Resources Division Handbook (Handbook). As an intern who is not an employee of Santa Fe County I understand and agree that I will not receive any of the benefits, including workman's compensation insurance, and other insurance coverages offered to employees of Santa Fe County, protections under the Fair Labor Standards Act, or the Family Medical Leave Act, or any other employee benefits described in the Handbook.
- ii. I agree that my internship with the County will consist of the tasks described in NM Highland's Practicum/ Internship Agreement and under the supervision Mark Boschelli, Mental Health Manager and LPCC. I understand that in performing these tasks I will not operate any vehicle owned by the County.
 - iii. As an intern for the SFCADF, I understand that I may be considered an agent for Santa Fe County and as such may have access to and use of County equipment and IT resources. I agree that I have read and agree to abide by Sections 6.11 (Care of County Equipment); 6.16 (Conflicts of Interest); 6.26 (Information Technology Resources); 6.26.1 (Usage); 6.26.2 (Misuse); 6.26.6 (Computer Programs or Software); and 15.8 (Drug- and Alcohol-Free Workplace) of the Handbook. As a student intern who will not be paid or monetarily compensated by Santa Fe County, I have read and agree to abide by the Santa Fe County Code of Conduct (Santa Fe County Ordinance 2010-12).
 - iv. I acknowledge and understand that potential risk and dangers exist in performing this internship, including exposure to natural hazards such as weather, travel, physical stress from exertion and the conduct of third parties.
 - v. I understand that this Agreement and my internship may be terminated without cause and at any time by the County.
 - vi. I have read and fully understand the terms of the NM Highlands Practicum/ Internship Agreement and this Addendum. By executing this Addendum, I assume all risks and dangers involved with being a student intern for the SFCADF. I agree to hold harmless and release Santa Fe County, its officials, employees, and agents from any and all liability resulting from any and all actions associated with my services and activities as a student intern.
 - vii. I shall not use or disclose protected health information in any manner that would constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA) Privacy Regulations or the HIPAA Security Regulations 45 CFR §§ 160 and 164. I shall comply with any applicable HIPAA requirements in performing the services provided for in this Agreement.
 - viii. I understand that if I fail to sign this Agreement upon commencement of this internship for the SFCADF, the County has the right to deny my participation as an intern.

Student's name: Cheryl Carrington

Date: October 30, 2019

Signature: Cheryl Carrington
Address: 2 BIG DIPPER RD; TIJERAS, NM 87059
Phone: (505) 286-2186 E-mail Address: cacme66@gmail.com

The parties have duly executed this Addendum as of the date of last signature by the parties hereto.

Santa Fe County

Katherine Miller
Katherine Miller
Santa Fe County Manager

Date 12.2.2019

Approved as to form:

Rachel A. Brown
Rachel A. Brown
Interim Santa Fe County Attorney
mon 11/27/19

Date 11-20-19

11/27/19

New Mexico Highlands University

[Signature]
(authorized signature and title)
Ph.D., LACC
Chair, Counseling Dept

Date 11/8/2019



COUNSELOR TRAINING PROGRAM
505-454-3396

Practicum/Internship Agreement

This agreement is made on 7/4/19 by and between SFCADF and the Counseling program at New Mexico Highlands University. The agreement will be effective for a period from 8/6/19 to 12/20/19 for 7 1/2 (# hours) per week for 16 weeks.

Purpose:

The purpose of this agreement is to provide a qualified graduate student with a Practicum/Internship experience in the field of counseling.

The Counseling Program agrees:

1. To assign a University faculty member to facilitate communication between the University and the Practicum/Internship site;
2. To notify the internship student that he/she must adhere to the administration policies, rules, standards, schedule, and practices of the practicum/internship site;
3. That the faculty member shall be available for consultation with both site supervisor and student and shall be immediately contacted should any problem or change in relation to student, site or University occur; and,
4. That the University faculty member assigned as the practicum/internship supervisor, in consultation with the on-site supervisor, is responsible for the assignment of a practicum/internship final grade.

The Practicum/Internship Site agrees:

1. To assign a practicum/internship on-site supervisor, who is a licensed behavioral health professional with appropriate credentials*; has a minimum of two years of experience in the current position; and, has the time and interest in the supervision and training of the practicum/internship student.
*(In the case of Rehabilitation Counseling, the On-Site supervisor or a professional staff member of the agency will be a Certified Rehabilitation Counselor (CRC). However, the On-Site Supervisor can be otherwise approved by the Program Coordinator or Departmental Chair.)
2. To provide opportunity for the student to engage in a variety of counseling activities under supervision and be involved in the evaluation of the student's performance (suggested counseling experiences included in the Activities Log);

3. To provide the student with adequate work space, telephone, office supplies, and staff to conduct professional activities;
4. To provide supervisor contact which involves some examination of student work using audio/video recording, observation, supervision; and,
5. To provide written evaluation of the student based on criteria established by the Counseling Program.

The Student agrees:

1. To act in a professional manner that is consistent with the ACA Code of Ethics and practice counseling in accordance with these standards. Any breach of these ethics or any unethical behavior on the student's part will result in the removal from the practicum/internship, a failing grade, and documentation of such behavior will become part of the student's permanent record.
2. To be responsible for being available to the Site Supervisor and the University Practicum/Internship Supervisor for conferences, i.e., consultation, staffing, etc., and to keep the University Practicum/Internship Supervisor informed regarding the Practicum/Internship experiences.
3. To comply with the rules, policies, and regulations of the site, i.e., staff development, working hours, schedules, etc.
4. To complete all Internship course requirements and demonstrate the specified minimal level of counseling skill, knowledge, and competence on the various Internship activities evaluated during the student's practicum/internship experience.

Within the specified time frame, Mark Boschelli, UCC, UAAK, Site Supervisor, will be the primary practicum/internship on-site supervisor. The Training Activities (see form) will be provided for the student in sufficient amounts to allow an adequate evaluation of the student's level of competence in each activity.

Dr. Doug Main will be the faculty member with whom the student and practicum/internship on-site supervisor will communicate regarding progress, problems, and performance evaluations.

NEW MEXICO HIGHLANDS UNIVERSITY
COUNSELOR TRAINING PROGRAM
Practicum/Internship Activities (CMHC)

<input checked="" type="checkbox"/> 1. Individual Counseling/Psychotherapy Personal/Social Occupational/Educational	<input checked="" type="checkbox"/> 7. Consultation/Coordination Referral Professional Team Collaboration Contact with Community Resources
<input checked="" type="checkbox"/> 2. Group Counseling/Psychotherapy Co-leading, Leading	<input checked="" type="checkbox"/> 8. Psycho-Educational Activities Parent Conferences Group Guidance Outreach Client/Student Orientation In-service/staff development
<input type="checkbox"/> 3. Marriage/Family Counseling	<input type="checkbox"/> 9. Career Counseling
<input checked="" type="checkbox"/> 4. Intake Interviewing Including taking social history	<input type="checkbox"/> 10. Progress Administration Organizational Development Implementation, Evaluation
<input type="checkbox"/> 5. Testing Administration, Analysis, Interpretation	<input checked="" type="checkbox"/> 11. Case Conference or Staff Meetings
<input type="checkbox"/> 6. Report Writing Record Keeping Treatment Plans Treatment Summaries	<input type="checkbox"/> 12. Other (Please List)

{PRINT OR TYPE INFORMATION BELOW}

Internship Site Supervisor: Mark Boschelli, LPCC, LADC EMAIL: mboschelli@santa-fe

28 Camino Justicia, Santa Fe, NM 87508 (505) 428-3121
Site Address City State Zip Phone

M.S. 1985 LPCC #0056 LADC #0067632 Mark Boschelli, LPCC, LADC
Degree/Date License/Certification Signature

Student: CHERYL GARRINGTON ID # _____

28 CAMINO JUSTICIA SANTA FE 87508 505-428-3121
Site Address City State Zip Phone

EMAIL: racme66@gmail.com

University Faculty Supervisor: Doug Main
Signature

11/19/2019
Date

Jen Hosler,
Chair Counseling