Student Practicum Agreement

 This agreement is made between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and Coastal Health Group Inc in terms of the usage of property space offered for student’s learning environment. The office located at **7001 SW 97 Ave, Suite 206** is a Private Practice location that offers student’s the *opportunity* to learn in an organized environment that is conducive to knowledge development. The location functions as an inviting and safe space for clients to feel comfortable and welcome when sharing their mental health concerns. As such, to maintain this environment we are applying the following rules and regulations to maximize the desired environment for those who enter our facility:

* Coffee machine and fridge usage are off limits to students.
* Food in the break room is not to be taken unless staff offers it, or it is asked for.
* Make sure to clean up after yourself and use the trash bins provided.
* Lunch breaks may be taken in the break room assuming all rules are respected.
* Please keep noise and volume level to a minimum when in the office and break room.
* Only consume closed container drinks in Dr. Sandra’s office space.
* Please have respect for all items and furniture in the office space; make sure to not put your feet on the furniture.
* Student is expected to follow designated schedule and sign timesheet each time upon arrival and departure.
* If there are any issues with logging into Kareo, make sure to reach out to the front desk staff prior to customer service.
* Any hours or documents that need to be signed by Dr. Sandra for school need to be emailed to chgpsychiatry@gmail.com or handed directly to front desk staff.

Rules should be adhered to in order to protect learning and client environment. Please bring any concerns to front desk staff. Upon the signing of this document, you are making the agreement to adhere to the rules and regulations.

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_