



*“Helping People Have Work They Love”*

# Externship Site Contract Packet

**NOTE TO STUDENTS:** We recommend submitting a completed Externship Site Contract in **Clinic 4 Junior (CL4JR)** class, when the Externship Test is given. This will ensure you may begin performing Externship site hours as soon as possible, upon site approval.

**Date of Clinic 4 Junior Class:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Name** \_\_\_\_\_ **Group #** \_\_\_\_\_

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## National Holistic Institute's Externship Program

### Course Goals & Learning Objectives

Through the course of Externship students will have the opportunity to obtain:

- Job Readiness
  - Fine tuned job search skills
  - Obtain professional experience for their resume
  - Gain professional references
  - Preparation for transition from Massage Therapist-in-training to Professional Massage Therapist and Health Educator
- Employment Opportunities
  - Networking with potential employers
  - Connection with potential clients for Private Practice
  - Networking with professionals in the field of Health and Wellness
- Enhanced Massage Therapy Skills
  - Professionalism
  - Confidence
  - Opportunity to apply what is learned in class
  - Gain feedback from employers and clients
- Massage Industry Knowledge
  - Exposure to additional modalities, techniques and equipment
  - Experience in a specialized massage setting
  - Gain marketing experience for massage services and products
- Community Service
  - Opportunity to give back to the community
  - Preparation to become a care giver in the community



## Externship Site Contract Expectations

The purpose of the Externship component of NHI's curriculum is to provide Massage Therapists-in-training with a learning environment that nurtures job search skills, prepares them to take their role as caregivers in the community, and provides service to the community at large.

If you are interested in becoming an Externship Site provider for our students, there are a few things you should know.

- 1) The Site is expected to initial and sign the student's timesheet, as well as complete a Performance Evaluation Form to be supplied by the student.
- 2) Before beginning their externship at each site, our Massage Therapists-in-training will have:
  - a. Successfully completed on-site massage training and worked with the public in NHI's Teaching Clinic.
  - b. Completed classes in basic anatomy, physiology, kinesiology with an understanding of the "Universal Precautions" guidelines as set by the Centers for Disease Control.
- 3) The extern is required to complete a total of **64 hours** throughout their program (28 Junior Segment/36 Senior Segment)
  - a. Juniors may not perform externship where there is not a qualified supervisor.
    - i. NHI will determine whether an individual qualifies to be an Externship Supervisor
    - ii. Examples of those who have been determined to be qualified externship supervisors: Massage Therapist, Spa Manager, Chiropractor, Physical Therapist, Acupuncturist, etc.
  - b. Seniors are not held to the same supervisory restriction.
- 4) Massage must make up a **majority** of externship hours.
- 5) Massage Related Work may make up the remainder of those hours and may consist of:
  - a. Front desk responsibilities
  - b. Scheduling appointments and confirming appointments
  - c. SOAP charting and maintaining client files

- d. Office/facilities maintenance
  - e. Marketing of services and products
  - f. Staff meetings and massage related training
  - g. Other responsibilities that you may require of all of your massage therapists.
- 6) The student and host organization will establish a mutually agreed upon schedule for hours that does not conflict with the student's class schedule.
- 7) The student will be well-versed in what it means to be a professional caregiver and will agree to abide by your organization's policies and procedures.
- 8) All students of NHI are covered by professional liability insurance - while performing supervised Externship Massage therapy services.
- a. A certificate of insurance is enclosed.

### **If you are interested in proceeding as an Externship Site:**

- 1) Please read the contents of this packet in its entirety.
- 2) Confirm the student has accurately completed the:
  - a. Externship Student/Site Data form
  - b. Externship site Background and Logistics form
    - i. This form will make your organization's information available to other potential student externs and does not guarantee the placement of students in your organization.
- 3) **Sign and date the NHI Externship Contract, at the end of this packet, and return to the student.**
  - a. Signing the NHI Externship Site Contract acknowledges that you have received, read, and understand the content of the Externship Site Contract Packet which includes:
    - i. Course Goals & Learning Objectives
    - ii. Externship Site Contract Expectations
    - iii. Externship Student/Site Data Form
    - iv. Externship Site Background and Logistics
    - v. NHI Externship Site Contract

Thank you for your time and consideration.

*"Helping people have work they love!"*





# Externship Site Contract

**Notice:** Students may NOT start hours at an Externship Site until they have turned in a signed contract and received an approval email from NHI Staff.

**Name** \_\_\_\_\_ **Group #** \_\_\_\_\_

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## Externship Student/Site Data Form

**NOTE:** We recommend submitting a completed Externship Site Contract in **Clinic 4 Junior (CL4JR)** class, when the Externship test is given, so hours may begin immediately upon site approval by NHI.

**Clinic 4 Junior Class:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Complete this form in full. Any missing information may delay the processing of your Externship Site.

### Student Information

Student Name \_\_\_\_\_ Group # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Day (    ) \_\_\_\_\_ Eve. (    ) \_\_\_\_\_

Cell (    ) \_\_\_\_\_ Email \_\_\_\_\_

### Host Site Information

Name of Host Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Email \_\_\_\_\_

Website Address: \_\_\_\_\_

Active status (*please check only one*):

- New site       Active within the last year       More than a year since last active

**Site Supervisor signature required on last page of NHI Externship Contract**





## Externship Site Background and Logistics

Student is to fill out this form completely with information from the Site Supervisor. Forms that are incomplete may hold up the site approval process.

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Host Organization Name:

Contact Name 1:                      Title:

Address 1:

City:                      Zip:

Phone:

Other Contact Phone:

Fax:                      Email Address:                      Website:

What **industry** are you in?

Do you have equipment available (Massage Chair, Table, Mat, etc.)?  YES  NO

**Scheduling: Check when you can accept Externs:**

	Morning	Afternoon	Evening
Monday:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wednesday:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thursday:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Saturday:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sunday:

How many students are you able to accept at any one time?

Describe the anticipated student experience (to include approximate number of clients available to student extern per shift and other sample activities required and/or offered):

Is there public transportation nearby? (Bus or Bart) Yes:  No

Comment:

Do you provide parking? Yes:  No

When approving students for their Externship assignments, NHI stands firm in its equal rights policy and abides by non-discrimination standards as outlined by Federal requirements. Please describe any special circumstances that your organization requires in order to protect the safety and security of your clients & staff that may interfere with this policy.

1. Will the student extern have a qualified supervisor? \_\_\_\_Yes \_\_\_\_No

a. Examples of qualified externship supervisors: Massage Therapist, Spa Manager, Chiropractor, Physical Therapist, Personal Trainer, Acupuncturist, etc)

2. Please indicate supervisory title: \_\_\_\_\_

Please describe to whom the student will be expected to provide massage therapy:

*Select all that apply*

Staff/Employees  Clients/Patients  Both  Other:

**Will your organization consider hiring our student Extern full time after they complete their program?**

Yes:  No

Comments:

Is there anything else the student should be aware of ahead of time?



A College of Massage Therapy

# NHI Externship Site and Event Contract

This Agreement is made and entered into on this date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Externship Type (select only one):

- Recurring Externship Site
- Limited-time, Special Event – Please enter date(s) of Event:

Name of Host Organization/Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Host Organization Address/Event Location: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

Hereinafter referred to as the "Host Organization," and

## NATIONAL HOLISTIC INSTITUTE & TEACHING CLINIC, INC.

Hereinafter referred to as the "School."

Select the campus for which the contract is being completed:

<input type="checkbox"/>	<u>Campus</u>	<u>Campus Address</u>	<u>Contact Phone</u>
<input type="checkbox"/>	Emeryville	5900 Doyle Street, Emeryville, CA 94608	510.547.6442
<input type="checkbox"/>	Redding	1755 Hilltop Dr, Redding, CA 96002	530.264.0234
<input type="checkbox"/>	Sacramento	1610 Arden Way St 110, Sacramento, CA 95815	916.568.6411
<input type="checkbox"/>	Santa Rosa	1221 Farmer's Ln, St 100, Santa Rosa, CA 95405	707.596.6040
<input type="checkbox"/>	Modesto	5601 Stoddard Road, Modesto, CA 95356	209.260.1900
<input type="checkbox"/>	San Jose	3031 Tisch Way, St 1 Plaza South, San Jose, CA 95128	408.423.8004
<input type="checkbox"/>	Clovis	564 W. Herndon, Clovis, CA 93612	559.295.8121
<input type="checkbox"/>	Studio City	10969 Ventura Blvd., Studio City, CA 91604	818.788.0824
<input type="checkbox"/>	Ontario	2930 E. Inland Empire Blvd. St 112, Ontario, CA 91764	909.417.3200
<input type="checkbox"/>	Santa Ana	201 E. Sandpointe Ave., Suite 100, Santa Ana, CA 92707	714.668.9263

Definitions

The School operates a nationally accredited massage therapy-training program. Students of the School require practice in the field in the form of an Externship to complete their massage therapy training. The Host Organization provides facilities and clientele for such Externship/practice.

1. The School agrees to:
  - a. Provide students with current information regarding Host Organization for selection of their externship site.
  - b. Be responsible for administrative functions including counseling, monitoring of student progress with respect to School program learning objectives, maintaining accounting and achievement records.
  - c. Furnish appropriate liability insurance to cover such liability as the Host Organization may incur arising out of the practice of the massage therapist(s) in training.
  
2. The Host Organization agrees to:
  - a. Accept such massage therapist(s) in training and make available such information and facilities as is reasonably necessary to complete Externship.
  - b. Provide a physically safe environment, including protection from harassment and discrimination as is provided to their employees.
  - c. Arrange preset shift schedule(s) for massage therapist(s) in training.
  - d. Provide student with an orientation of what is required to work in their agency environment and with agency clients.
  - e. Make available to students any information regarding policies and/or procedures to which the students must comply.
  - f. Maintain knowledge and compliance of Municipality's massage-related laws at all times, inform extern of these laws, and require compliance accordingly.
  - g. Advise their clientele through normal agency communication that massage therapy services are being offered and how they may be obtained.
  - h. Make the services of massage therapist(s) in training available to appropriate clientele served by the agency at no cost to the clientele.
  - i. Inform client that they are being worked on by a massage therapist in training.
  - j. Must abide by the two following conditions at all times:
    - I. Affiliate will provide a supervisor who will act as a resource for the extern and to whom the extern is accountable.
    - II. Supervisor understands that student's timesheet/evaluation must be completed and given directly to student when their hours are completed. Any delays **MAY** prevent student from graduating on time.
  - k. Communicate with the NHI staff concerning the student's participation and performance.
    - l. Record on the timesheet if extern has been absent or tardy without notification.
  - m. Refrain from requiring that the extern perform any duties other than those required of a massage therapist.
  
3. The NHI student extern is expected to:
  - a. Abide by all policies and procedures defined by the host agency, including, but not limited to, dress and formality/informality of the professional setting.

- b. Attend any orientation/training required by the host agency. Externship credit will be given for orientation/training.
  - c. Wear a nametag.
  - d. Not solicit or accept any form of payment for massage therapy sessions, to include tips.
  - e. Observe the absence and tardiness policies, which apply while attending regular classes.
  - f. Notify the site supervisor if s/he will be late and/or unable to work.
4. Neither party hereto shall pay to the other any compensation of any type as a result of this agreement. The consideration being the mutual benefits each derived from the services rendered by the massage therapist(s) in training to the Host Organization and completion of the Externship training portion by the School.
5. Each of the parties hereto agrees to hold the other harmless from any and all liability arising as a result of this Agreement.
6. Either party may terminate this agreement at any time for reasonable cause by giving the other 14 (fourteen) days written notice thereof.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT THE DAY AND YEAR FIRST ABOVE WRITTEN.

\_\_\_\_\_  
Print/Type Name of Host Organization

By: \_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Print/Type Name of Contact Person

Title: \_\_\_\_\_

NATIONAL HOLISTIC INSTITUTE & TEACHING CLINIC,  
A CALIFORNIA CORPORATION