

Policy Source: Gwinnett Tech	Owner: Vice President of Academic Affairs	Effective: 1996
Division: Academic Affairs	Reviewed: 7/2006, 2/2010, 6/2011, 5/2019 , 12/2020 Revised: 5/2019	

#### **5.5.4 GT Evaluation of Clinical/Internship Agreements**

Clinical/Internship Agreements are reviewed annually, as requested by the college or participating agency, or as specifically stated in the agreement.

- The division maintains a current database of all clinical/ internship agreements.
- On an annual basis, division deans review the information for accuracy.
- Division deans review the clinical/internship agreements for content specific to the stated educational purpose of the agreements at the initiation of all new contracts, upon a request for changes in the agreement by any concerned party, or prior to the stated expiration date.
- The division deans review the contracts for evidence of adherence to the requirements of the Technical College System of Georgia at the initiation of all new contracts, upon a request for changes in the agreement by any concerned party, or prior to the stated expiration date.
- The division dean consults with the Technical College System of Georgia attorneys as necessary.
- Contractual relationships are reviewed on an ongoing basis to assure that they meet the stated purpose of the agreement and the education needs of the students.
- Program faculty evaluate all new potential clinical/internship sites by conducting a site visit and meeting with key personnel. Course syllabi and other relevant course materials are provided to the site to assist in directing student learning.
- Ongoing effectiveness of the clinical/internship sites is determined by the following:
  - Site visits by program faculty;
  - Student feedback; and
  - Ongoing discussion with key site personnel.