Select the date

Enter visiting counseling fellow’s full name

Enter visiting counseling fellow’s address line 1

Enter visiting counseling fellow’s address line 2

Enter visiting counseling fellow’s address city, state, zip

Dear Enter visiting counseling fellow’s name:

We are pleased to appoint you as a Visiting Counseling Fellow at Temple University. We anticipate your enjoying a positive experience with us.

**TERMS AND CONDITIONS OF THE VISITING COUNSELING FELLOW APPOINTMENT**

**Department of Appointment**

Tuttleman Counseling Services, Temple University

**Faculty Mentor in the Department**

Enter mentor’s name

**Period of the Appointment**

Select start date – select end date

Any change in start date must be approved in writing by your faculty mentor and the Graduate School.

**Annual Stipend**

Enter total annual stipend to be paid in 12 monthly installments.

**Type of Service Required**

By accepting this Visiting Counseling Fellow appointment, you agree to participate in a full-time experience providing supervised clinical counseling, including triage, assessment, and crisis response, as necessary; and conform to ethical standards in counseling and scholarship as outlined by the American Psychological Association. The dates of your appointment are stipulated above. All Visiting Counseling Fellow appointments are for one year. Please note that your stipend is contingent on sufficient funding and continued performance acceptable to Temple University and your faculty mentor.

**Benefits Awarded**

This appointment does not carry any health or welfare benefits.

**Performance of Service**

In the performance of your functions as a Visiting Counseling Fellow, you have an obligation to avoid ethical, legal, financial, and other conflicts of interest to ensure that your actions and outside activities do not conflict with your primary service responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, as well as University and employment policies and regulations, including NCAA regulations when interacting with student athletes.

**Policies and Procedures of Temple University**

This Visiting Counseling Fellow appointment is subject to all policies and procedures of Temple University and its schools/colleges. Applicable policies may be examined in the Office of the Secretary or on Temple University’s policy website (<http://policies.temple.edu>). By signing and initialing each page of this appointment letter, you agree to be bound by all policies and procedures of Temple University. University policies are revised periodically, and you are responsible for adhering to the then-current version as maintained by the Office of the Secretary.

**Proof of Citizenship or Authorization to Provide Service in the United States**

Federal law requires that all persons provide evidence of eligibility to participate in this counseling fellowship within three days of the program start date. Temple University requires that this eligibility documentation be provided **in person** at Temple University **before** engaging in the counseling fellowship. Accordingly, you will need to provide the necessary documents. If you are a citizen, lawful permanent resident, or non-resident alien, you must complete the I-9. Enclosed is a list of original documents you must provide to complete the I-9 form and verify eligibility. Other required documentation may include copies of relevant immigration documents, your passport, the visa issued to you to participate in the counseling fellowship, and your Form I-94/Departure Record verifying the status granted to you upon entry to the United States. If you are a non-resident alien and have any questions concerning the documents you must provide, please contact the Office of International Student and Scholar Services at 215-204-7708 or by email at [isss@temple.edu](mailto:isss@temple.edu).

If you are on a non-immigrant visa and begin participating in the counseling fellowship prior to your official start date, you may be considered to have violated your visa status. If applicable, all visa issues must be completed prior to your arrival at Temple University.

**INSTRUCTIONS FOR ACCEPTING THE VISITING COUNSELING FELLOW APPOINTMENT**

**Deadline to Accept the Visiting Counseling Fellow Appointment and Return Required Documents**

If you find this offer satisfactory, please indicate your acceptance by signing, dating, and returning this original letter and one of the enclosed copies; an additional copy is included for your personal files. This offer must be accepted within 20 days of the date of this letter, or the offer is null and void.

**Appointment Acceptance Deadline**

Your acceptance has already been offered by Marcy Chessler, Training Coordinator, Tuttleman Counseling Services. Please sign the agreement below to formally confirm your acceptance of the appointment to Temple University within 20 days of the date of this letter.

If you anticipate any difficulty in returning your acceptance within the time required, please contact Nina Marie Campellone, Project Manager of the Postdoctoral Fellows Office, by telephone, email, or fax prior to select acceptance deadline date.

Best wishes for success as a Visiting Counseling Fellow at Temple University.

Sincerely,

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Zebulon V. Kendrick, Ph.D. Enter mentor’s name

Vice Provost, Graduate School Enter title, school/college/other affiliation

**ACCEPTANCE**

**I accept the terms and conditions of appointment as contained in this offer.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Visiting Counseling Fellow’s Signature Date

**RETURN ALL PAGES OF THIS DOCUMENT (the Original and one Copy) SIGNED AND INITIALED TO:**

Nina Marie Campellone

Project Manager, Postdoctoral Fellows Office

Temple University Graduate School

1803 North Broad Street, 501 Carnell Hall

Philadelphia, PA 19122-6095

[campello@temple.edu](mailto:campello@temple.edu)

Voice: 215-204-6587

Fax: 215-204-8781

CC: Kathleen Nogami, Director of Human Resources Payroll Management

John DiMino, Director of Tuttleman Counseling Services

Marcy Chessler, Training Coordinator, Tuttleman Counseling Services

Theresa Powell, Vice President of Student Affairs

David Broadus, Business Manager, Division of Student Affairs