

Process to complete generic affiliation agreement

1. Faculty obtains generic template. Faculty obtains the site's authorized signature and completes the name and address of potential site.
2. Faculty then forwards the generic template to Affiliation Compliance Specialist in Scitech #232 who reviews the template. Provided there are no changes to generic template, then Affiliation Compliance Specialist will:
 - a) Assign a number to the agreement (e.g. PSY111)
 - b) Enter site information into database that is located on s: drive
 - c) Prepare signature lines for Provost Signature
 - d) Hand deliver agreement to Provost Office for signature

Exceptions:

If agreement received is missing pages, handwritten, site's authorized signature is in the wrong place, contact information is missing or contains marks or stains, Affiliation Compliance Specialist will return the agreement to department.

3. Affiliation Compliance Specialist will pick up signed agreements from Provost Office and:
 - a) Scan signed agreement
 - b) Upload to s: drive and notify faculty that agreement is completed
 - c) Update database with beginning date and expiration date of agreement
 - d) Mail copy to organization
 - e) File a paper copy in office file

Agreement number

Affiliation Agreement

This agreement establishes the relationship between East Stroudsburg University of Pennsylvania (referred to as the "University"), an educational institution in the State System of Higher Education, Commonwealth of Pennsylvania and

.....
Name and address of organization

.....(referred to as the "Organization").

The University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this agreement, the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. Both parties agree to the following:

I. Duties and Responsibilities of the University

1. The University shall use its best efforts to determine eligibility for students registering internships for academic credit. It will assess whether approved students will have the appropriate educational background and skills consistent with the advertised internship and departmental requirements for participation.
2. The University determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The University establishes a grading system and criteria to earn the grade upon completion of the internship.
3. The University will assign a faculty member to monitor and evaluate the student's performance during the internship. The University will assume all costs associated with faculty supervision of the intern.
4. The University, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
5. The University agrees to advise students and faculty of any known policies, procedures, and requirements of the internship as specified by the Organization.
6. The University, at the beginning of the internship term, will inform the Organization of course requirements such as the intern's attendance at meetings/seminars or activities that may take the intern away from the assignment.

7. The University may request termination of the internship placement for any student not complying with University guidelines and procedures for the internship program, as long as the Organization has been notified in advance.
8. The Organization understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance Program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§8521, *et seq.*

II. Duties and Responsibilities of the Organization

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the University of such changes.
2. The Organization agrees to notify the University of all selection criteria and any requirements of the selection process, including but not limited to, background investigations, drug testing, health screenings, etc.
3. The Organization selects interns based on the Organization's needs and preferences.
4. The Organization determines the schedule that the intern will maintain on premises. The total scheduled hours will comply with standards established by the University for the assignment of credit hours: a minimum of 40 contact hours per one (1) credit hour assigned.
5. At the beginning of the internship, the Organization determines the amount of compensation, if any, received by the intern. The Organization will inform the University if interns will receive an hourly wage, stipend or if they will serve in a non-paid capacity. If in a non-paid capacity, the Organization will take steps it deems necessary to establish that no employment relationship exists between Organization and the Intern and that the Intern will not be covered under the Organization's Worker's Compensation, social security, or unemployment compensation programs.

6. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision and evaluation of the intern.
7. The Organization shall provide all reasonable information requested by the University on a student's internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Organization.
8. The Organization agrees to make reasonable accommodations to the University's request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend University-required internship meetings/seminars during the internship.
9. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the University has been notified in advance and a satisfactory resolution cannot be obtained. It shall be the obligation of the University to assure that its students are afforded procedural due process if a student is removed pursuant to this section.

III. Mutual Terms and Conditions

1. This Agreement will last for five (5) years from the date of the final signature below. Either the University or the Organization may terminate this agreement with ninety (90) days' notice. In the event of a substantial breach, either party may terminate this agreement with less than 90 days' notice. Should the Organization wish to terminate the agreement prior to the completion of a semester/term, any student intern(s) will have the opportunity to complete their internship.
2. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act. University students are protected by Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act (ADA) of 1990. Organization agrees to cooperate with the University in its investigation of claims of discrimination or harassment.
3. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

4. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.

5. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth's rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.

6. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing with the same formality as the original Agreement.

The authorized representatives of the parties have executed this Agreement as of the date indicated below.

East Stroudsburg University of Pennsylvania

.....
Name of organization

.....
Name of organization

.....
Authorized signature

.....
Authorized signature

Joanne Z. Bruno, JD
Provost and VP of Academic Affairs

.....
Print name and title

.....
Print name and title

.....
Effective date of agreement (Date of last signature by Provost)

The following information is for internal tracking purposes and is not part of the agreement

.....
Name of originating department

.....
Contact person at originating department

Please check that the agreement has the following before submitting:

- Name of organization is typed on page 1 of agreement.
- Address of organization is typed on page 1 of agreement.
- Name of organization is typed on the signature page.
- The organization's representative signature.