

**AFFILIATION AGREEMENT
BETWEEN
INDIANA WESLEYAN UNIVERSITY
AND**

THIS AGREEMENT by and between Indiana Wesleyan University and _____
Located in _____, Indiana WITNESSETH:

WHEREAS it is to the mutual benefit of the parties to provide field experience for students enrolled in certain programs of the University, the parties have agreed to the terms and provisions set forth below:

- I. Purpose and Consideration: The purpose of this Agreement shall be to provide training of Addiction Counseling students enrolled in the University's Addiction Counseling Program. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall neither be expected nor received by either party.
- II. Terms and Conditions: Pursuant to the above-stated purpose, the parties agree as follows:
 - A. Terms and Termination: The term of this Agreement shall be for a period of _____ years, beginning on _____. At the close of this initial term, the parties may extend this Agreement for an additional _____ year term.

Notwithstanding any other method of termination set forth elsewhere in this Agreement, this Agreement shall terminate:

1. By mutual consent of both parties;
 2. By either party upon ninety (90) days written notice to the other party;
 3. Any student currently enrolled in the Program at the time notice to terminate this Agreement is given shall be permitted to complete the Program.
- B. Revisions: This Agreement is subject to changes and revision as necessary and by agreement of the parties: provided, however, that any such change or revision must be agreed to in writing by both parties in order to be binding.
 - C. Placement of Students: The University shall notify the facility at least thirty (30) days prior to the beginning of each field experience of the number of students it desires to place at the Facility. The Facility shall have the right to accept or reject students referred for placement.
 - D. Discipline: While enrolled in a field experience at the Facility, students will be subject to all applicable policies of the Facility, including the dress code. The Facility may immediately remove from the premises any student who poses an immediate threat or danger to clients, staff, visitors, the premises or the public; in all other cases, students shall be dismissed from participation in the field experience only after the appropriate disciplinary policies and procedures of the University have been followed. The parties acknowledge that the University has the ultimate authority of whether the student meets or is meeting the practica course objective under this Agreement.
 - E. University-Specific Responsibilities: The following duties shall be the specific responsibility of the University:

1. Identify students for placement at the Facility.
2. Assign a faculty field liaison who will make a minimum of two (2) planned contacts including at least one visit to the Facility during the semester for the purpose of assisting the field instructor and student in planning learning assignments, approving a learning plan, maintaining a productive working relationship and evaluating both student performance and the learning opportunities and field instruction.
3. Establish professional liability and other insurance coverage as follows:
 - a. During the term of this Agreement, the University agrees to provide evidence of adequate general liability insurance covering the acts or omissions of its faculty, employees and instructors during their participation in the program. The University agrees to provide notification to the Facility if a lapse or change in insurance coverage occurs during the contract period.
 - b. If the student(s) are working in one of the health care provider professions listed in I.C. 34-18-2-14, as amended and as it may be amended from time to time, the University shall (a) carry for each qualified student Professional Liability Insurance covering all liability incurred by each student that arises out of and during the course of each student's activities under the terms of this Agreement, with limits of not less than those prescribed for health care providers like the student at set forth in I.C. 34-18-4-1, as amended and as it may be amended from time to time, (b) cause each qualified student to perform such other acts as are required of the student to qualify under the Indian medical Malpractice Act, and (c) furnish the Facility with a certificate that each student has filed with the Commissioner of Insurance of the State of Indiana, proof that the student is insured for malpractice liability in at least the amounts set forth above.
 - c. The University shall obtain and maintain in force Professional Liability Insurance covering all liability incurred by each student that arises out of and during the course of each such student's activities under the terms of this Agreement, with limits of not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate.
4. Inform students that they are not to submit for publication any material relating to the field experience without prior written approval from the University and Facility.
5. To instruct students that they are responsible:
 - a. To follow policies and procedures of the Facility throughout the affiliation.
 - b. To provide written evaluation of the Facility to both the Facility and the University upon request.
 - c. To provide health records upon request by the Facility. Typical requests include proof of immunization tests MMR, PPD, and Hepatitis B and/or Hepatitis declination form.
 - d. To provide documentation to the Facility of personal health insurance in effect during the term of assignment, if required by the facility.
 - e. The University will provide documentation of appropriate professional liability insurance as provided in Paragraph E.3(c).
 - f. To obtain, as required by the Facility, a criminal background check that meets with the Facility's requirements and to provide a copy of the results of the background check to the Facility.

- g. To notify the Facility if he/she is unable for any reason to report for field training.
 - h. To conform to the standards and practices established by the University for the practicum course including adherence to the Code of Ethics of the National Association of Alcohol and Drug Abuse Counselors.
- F. Facility-specific Responsibilities: The following duties shall be the specific responsibilities of the Facility:
- 1. The Facility will designate a staff member who is acceptable to the University as the Facility's Field Instructor to:
 - a. Provide for student orientation to the Facility which shall include policies, forms, schedules, safety procedures and risk management aspects of the organization, including compliance with the policies and procedures of the Facility.
 - b. Designate a staff member to be responsible for coordinating the field experience and providing a planned and supervised program, including daily supervision in order for the student to perform tasks assigned. The designated staff member shall also provide weekly supervision of at least one hour's duration for each student with regard to the assigned learning experience.
 - c. Maintain a sufficient level of staff support to provide supervision of students and to carry out normal service functions without having students perform in lieu of staff. Notify the University if staffing falls below this level while students are present on scheduled affiliation.
 - 2. Provide for the students a workload that is appropriate to his/her needs and level of experience and proficiency and that is of sufficient size and variety to ensure the best educational experience possible.
 - 3. Notify the University in writing of any change within the Facility which would alter significantly the specified field education experiences for the students.
 - 4. Retain complete responsibility for client care, providing adequate supervision of student at all times.
 - 5. Provide emergency medical treatment to students if needed for illness or injuries suffered during field experience. Such treatment shall be at the expense of the student treated.
 - 6. Maintain all applicable accreditation requirements and certify such compliance to the University or other entity as requested by the University. The Facility shall also permit authorities responsible for accreditation of the University's curriculum to inspect the Facility and services as necessary.
 - 7. Provide time for the Facility field instructor and/or task instructor to attend orientations and meetings in conjunction with the placement of the student.
 - 8. Reimburse students for mileage incurred as part of the field practicum Facility's assignments when using their personal automobiles.
- G. Mutual Responsibilities: The parties shall cooperate to fulfill the following mutual responsibilities:
- 1. Each party shall comply with all federal, state, and municipal laws, rules and regulations which are applicable to the performance of this agreement.

2. Students shall be treated as trainees who have no expectation of receiving compensation or future employment from the Facility or University
3. The parties expressly acknowledge and agree that students are not the agents or employees of either the University or Facility for any purpose, including but not limited to purposes of providing general liability coverage pursuant to Paragraph II.E.3.a of this Agreement.
4. The parties agree to comply with Title VI and IX of the Federal Education Amendments of 1972 and Section 504 of the Federal Rehabilitation Act of 1973, Executive order 11.246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students, because of race, religion, ethnic or national origin, gender, sexual orientation, marital status, age, disability, or veteran status.

IN WITNESS WHEREOF, the parties have by their duly authorized representative set for their signature.

UNIVERSITY

FACILITY

By: _____
(Printed Name)

By: _____
(Printed Name)

Title

Title

Date

Date

By: _____
Signature

By: _____
Signature