

AURORA UNIVERSITY

Affiliation Agreement

This is an Agreement by and between Sauk County (legal name of Agency name; hereafter called the **Agency**) located in Baraboo (city), WI (state), and **AURORA UNIVERSITY**, Aurora, Illinois (hereafter called the **University**).

The purpose of this Agreement is to specify the terms and conditions under which the University endorses and Agency provides field experience for selected student learning.

The parties agree as follows:

I. ENTIRE AGREEMENT:

1. This Affiliation Agreement accompanied by Schedule A defining the terms of specific field experience including, but not limited to, schedules, duties, learning outcomes, and Agency and University requirements, constitutes the entire Agreement.
2. This Affiliation Agreement is the only Agreement between the parties and supersedes any prior Agreements.
3. This Affiliation Agreement must be fully executed prior to students beginning a field experience at the Agency.

II. GENERAL TERMS AND CONDITIONS:

1. The number of students placed each year will vary with the needs of the University for field experience placements and the ability of the Agency to supply appropriate student internship openings.
2. Stipends and scholarships notwithstanding, internship placements are not considered paid employment.
3. The Agency and the University shall retain their respective rights, privileges, powers, and functions as autonomous entities. Their legal, financial, education, and administrative policies and procedures shall be unaffected by the terms of this Agreement, except as is expressly provided for herein.
4. University faculty and students shall not be deemed or considered employees of the Agency and shall not replace Agency staff or render client services except as identified and delineated in the program of learning.
5. There shall be no discrimination against any persons on the basis of race, religion, sex, national origin, ancestry, age, marital status, handicapping conditions, or any other status protected under federal, state or local laws.
6. The parties may maintain the confidentiality of records, data and other information deemed confidential by either party; subject to applicable state and federal public records laws that may require disclosure of otherwise confidential information
7. The parties agree to indemnify and hold each other harmless, to the fullest extent permitted by law, from any liability, claim, demand, judgement or costs, including reasonable attorney's fees, arising out of or in connection with the acts, errors, omissions, work, or service of their respective employees/students/agents.
8. If any provisions of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

9. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
10. The parties shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in their possession regarding the University's students who train at the facility pursuant to this Agreement.
11. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
12. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
13. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, express or implied, is intended to confer upon any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations, or liabilities under or by reason of this Agreement.
14. This Agreement shall be binding upon the parties, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
15. The captions contained in this Agreement are for convenience of reference only, and do not define, describe, or limit the scope of this Agreement or any of its provisions.
16. Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or such other address as either party may request, in the case of the University, by notifying the Agency, and in the case of the Agency, by notifying the University.

If to the University:

Aurora University
Attention: Vice President for Finance
347 S. Gladstone Ave
Aurora, IL 60506
Facsimile: 630-844-3777

If to the Agency:

Agency Name: Sauk County
Attention: Amanda Hanson
Street Address: 510 Broadway Street
City, ST Zip: Baraboo, WI 53913
Facsimile: 608-355-4883

III. TERM AND TERMINATION

This Agreement shall be effective from May 1, 2021 and remain in effect for three years from the effective date unless terminated. Either party may terminate this Agreement, with or without cause, upon

Aurora University
Affiliation Agreement
Social Work - Schedule A

This Schedule A forms a part of the Entire Agreement for Agreement: XXXXXXXX

I. ACADEMIC PROGRAM CONTEMPLATED BY THIS SCHEDULE A:

Bachelor of Social Work	
Master of Social Work	X
Doctor of Social Work	
Post-Master's Certificate	

II. LEARNING OUTCOMES, ASSESSMENTS:

1. The University is responsible for the academic quality of the field experience.
2. The University is responsible for establishing learning outcomes consistent with both program objectives and the field experience.
3. The student shall deliver the learning agreement to the Agency early in the placement and to complete this document within 75 hours.
4. The University will establish the learning outcomes (i.e. core competencies). The Agency and the student are responsible for designing the tasks necessary to achieve these outcomes.
5. The University will solicit the Agency supervisor's appraisal of student performance in accordance with the aforementioned rubric. However, the University retains sole discretion and responsibility for assignment and assessment of the field experience learning outcomes.

III. UNIVERSITY RESPONSIBILITIES:

1. To ensure that students engaged in field experience are properly registered students of the University.
2. To ensure that students placed with the Agency are qualified for the field experience, as demonstrated by fulfilling the subject and grade requirements of their particular program.
3. To establish a protocol for University evaluation of student performance and the achievement of academic objectives.
4. To evaluate and assess, with the input of the Agency, student performance.
5. To require students to comply with the rules and regulations of the Agency in which they are placed.

6. To require students to follow all instructions and directions given by the Agency supervisor in compliance with the Agency's written policy.
7. To provide students with oversight by a university assigned field liaison who will maintain periodic communication with the University student and the Agency supervisor.
8. To agree that students will be subject to dismissal from the placement if continuing in the clinical experience jeopardizes the welfare of the Agency clients, pupils, customers, or employees.
9. To agree that students will be subject to a student review process, which may include dismissal from the Social Work Program for violations of the NASW Code of Ethics, University, and/or Agency policies.
10. To provide and execute an escalation policy for students to report their concerns with the placement or activities they are asked to perform.
11. To provide the student and Agency access to the Social Work Field Manual, necessary forms, and a calendar of field events and deadlines.
12. To establish a clear understanding with students that they are not considered employees of the Agency and are responsible for their own incidental costs including, but not limited to, transportation, uniforms, equipment, required background checks, and any other pre-placement requirements.
13. To provide training for all Agency supervisors on an annual basis.
14. To provide general liability insurance with a limit of not less than \$1 Million per occurrence and \$3 Million in the aggregate for injuries and damages including the liabilities associated with the indemnification cited in the controlling Agreement.
15. To provide limited professional liability insurance for faculty and students with limits of not less than one million dollars (\$1,000,000) per occurrence or claim and three million dollars (\$3,000,000) in the aggregate.

IV. AGENCY RESPONSIBILITIES:

1. To assign students to qualified supervising professional who has indicated a willingness to work with social work interns. The supervising professional will provide a minimum of one hour structured-supervision weekly to each student assigned.
2. To permit and encourage students to have a variety of experiences appropriate for the individual student's internship level as outlined in the Social Work Field Manual.
3. To provide the student with a document of Agency policies and procedures for the field experience site.
4. To define for the student the extent of his/her responsibility and authority in relation to the entire Agency. This shall include a formal orientation and/or training period provided by the Agency orienting students to safety protocols in the event of emergencies or client crises.

5. To contribute to evaluation of student work as appropriate in relation to the placement, using the forms provided by the University and submitted to the University on or before the designated date.
6. At the request of the University, Agency shall provide information or reasonable facility access to the university's accrediting agencies for purposes of facilitating accreditation or re-accreditation of university programs.
7. To request medical information that is only pertinent to the student's participation in an internship. Requested information will not exceed that required for paid employees.
8. To provide general liability insurance with a limit of not less than \$1 Million per occurrence and \$3 Million in the aggregate for injuries and damages including the liabilities associated with the indemnification cited in the controlling Agreement.
9. In the event that a work stoppage occurs during the time students are assigned, the students will assume the role of neutral persons and maintain an uninvolved status with respect to the work stoppage.
10. In the event that a work stoppage continues for more than five work days, the University may make arrangements for an appropriate substitute field placement at another Agency.
11. The Agency should refer to the Aurora University Social Work Field Manual (available online) for field experience objectives and guidance.

AURORA UNIVERSITY by:

Shaonul Haque
Vice President for Finance

Vice President for Finance

Sharon W Maywell

Printed Name

4.9.2021

Date _____

Brenda J. Barnwell

Dean of Academic Unit

Brenda J. Barnwell

Printed Name

4/13/21

Date _____

SAUK COUNTY by:

B.M. McV

Signature of Agency Representative #1

BRENT R. MILLER

Printed Name

ADMINISTRATOR

Title

4/8/2021

Date _____

Signature of Agency Representative #2

Printed Name

Title

Date _____

**AFFILIATION AGREEMENT
ROUTING FORM**

School: Social Work Affiliate Name: SUDS Program of Sauk County (on X drive)

Type of Agreement: Standard ☐ Non-standard ☒

If Non-standard: X Received requested changes
(changes made to affiliation agreement document only)
 Document supplied by site

Agreement Number: 11112034

For Term/Module: 21/SU

DEPARTMENTAL REVIEW

Field Placement Representative: ALT Date 3-19-21
(Initials)

Program Director Review (if needed): AS Date 3.19.21
(Initials)

Dean's Approval: BJB Date 4/5/21
(Initials)

After signatures, route to Amy Ludwig, Eckhart 308.

RISK MANAGEMENT REVIEW

Received By: CLB Date 3/21/19

Reviewed by: CLB Date 3/22/21

Modifications to Non-standard agreement needed? Yes ☐ No ☐

SIGNED AGREEMENT

Returned to School By: CLB Date 4/5/21

FULLY EXECUTED AGREEMENT

File and Scan of Agreement By: ALT Date 4-14-21