

**AFFILIATION AGREEMENT**

**WICHITA STATE UNIVERSITY  
COLLEGE OF EDUCATION**

and the Site Organization

**SITE ORGANIZATION:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY, STATE, ZIP CODE:** \_\_\_\_\_

Phone: \_\_\_\_\_

Head of Site Organization:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Effective Dates of Agreement

\_\_\_\_\_ to **11/01/2023**

# AFFILIATION AGREEMENT

## WICHITA STATE UNIVERSITY COLLEGE OF EDUCATION and

### SITE ORGANIZATION:

THIS AGREEMENT is by and between WICHITA STATE UNIVERSITY, a state educational institution of Kansas, 1845 Fairmount, Wichita, Kansas 67260-0043, contracting on behalf of its College of Education (hereinafter "the University") and \_\_\_\_\_ (hereinafter "the Site Organization"), and sets forth the intended joint and/or individual responsibilities of the parties in the education of students enrolled in programs at the Site Organization.

**WHEREAS**, the University is a state educational institution of Kansas;

**WHEREAS**, the University is authorized by K.S.A. 76-721, to enter into contracts with other parties for purposes related to the operation and function of the University; and

**WHEREAS**, the University through the College of Education has programs designed to provide education for various education professionals;

**WHEREAS**, \_\_\_\_\_, located in the state of \_\_\_\_\_ and desires to make itself available to the University for the purpose of experiential learning for the students of the College of Education;

**NOW THEREFORE**, in consideration of the above premises and the individual and mutual promises of the parties hereinafter set forth, and for other good and valuable consideration, it is hereby agreed by and between the parties that:

1. The terms of each and every provision in this agreement shall prevail and control the terms of any other provision in any other document relating to this affiliation.
2. All contracted agreements shall be subject to the laws of the State of Kansas.
3. Neither the State of Kansas nor any agency thereof shall hold harmless or indemnify any contractor for any liability whatsoever; furthermore, neither the State of Kansas nor any agency thereof shall purchase or be required to purchase any insurance against loss or damage to any personal property to which this contract relates.
4. The Site Organization represents and agrees that its representatives executing this contract, and any attachment hereto, are fully authorized to agree to all provisions herein.
5. The University and the Site Organization mutually agree to make no distinction among students covered by this Agreement, on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a Veteran, genetic information or disability.
6. The educational records and information relating to participating students shall be maintained by the University in accordance with the Family Educational Rights and Privacy Act of 1974.
7. This agreement shall be in effect for a period of five (5) years from the date of execution, unless canceled by either party with not less than sixty (60) days notice. This agreement will be reviewed by each party annually or when requested by either party, and shall be effective even if persons, positions, and/or titles are changed. Students who are attending field experiences at the Site Organization at the time of the termination will be allowed to complete the field experience.

8. That to the extent that requirements of the Health Insurance Portability and Accountability Act of 1996 apply to the activities of students participating in the field experience at the Site Organization, as authorized by this agreement, the University agrees to comply with said requirements.
9. That the University and the Site Organization shall:
  - A. Jointly arrange meetings between them to evaluate and improve teaching methods, resolve specific problems, and propose changes in curriculum design.
  - B. If applicable, jointly stipulate the appropriate attire in which the students will be required to appear while in the Site Organization.
  - C. Provide each other with timely notice of changes in the curriculum, in the availability of learning opportunities, and in staff affecting site supervision.
  - D. If applicable, jointly determine, prior to each semester, the number of students to be assigned to the Site Organization, the time and length of the assignment(s).
  - E. That the Site Organization shall permit students to participate in research activities when possible; the students will obtain written permission from Agency and University before beginning research.
  - F. Jointly agree, in consultation with the assigned student(s), on learning objectives and related student responsibilities over the course of the field experience.
10. The University shall:
  - A. Provide the Site Organization with the following information no less than ten (10) days before a field experience assignment begins:
    - a. Name and contact information of student(s)
    - b. Nature of the assignment(s) (e.g., internship – minimum 640 hours)
    - c. Name and contact information of faculty supervisor(s)
    - d. Any related information (e.g., program handbook) relevant to the field experience assignment
  - B. Permit visits of the Site Organization staff for the purpose of observing and/or assessing the student.
  - C. Provide the site supervisor (individual supervising the student) with the appropriate forms to evaluate student performance when needed.
  - D. Designate a faculty member who shall act as a liaison to the Site Organization on field experience matters.
  - E. Upon request of the Site Organization, withdraw any student from the Site Organization when his/her work, conduct or health may be deemed detrimental to the organization or its constituents.
  - F. Retain final responsibility for the curriculum design, delivery, quality and modification.
  - G. Assign no more than as mutually agreed upon students to the Site Organization.
  - H. Allow faculty to visit the Site Organization as needed when a student is assigned to the Site Organization.

- I. When necessary, require that each student maintains professional liability insurance at no expense to the Site Organization.
- J. Not provide a salary as compensation to the personnel of the Site Organization.
- K. Instruct students to adhere to Site Organization policies and procedures.
- L. Instruct students on the confidentiality of information relevant to the Site Organization and its constituents.

11. The Site Organization shall:

- A. Permit visits of University faculty and accreditation evaluators for the purpose of observing, evaluating student performance, or evaluating for accreditation.
- B. Provide the student selected learning experiences in order to accomplish the jointly agreed upon objectives.
- C. Inform and provide University faculty and students with the Site Organization's policies and procedures, and any safety rules and regulations.
- D. Avoid using students in lieu of professional or non-professional staff.
- E. Where possible, provide emergency care to the students in case of accident or illness while in the Site Organization, at no expense to the Site Organization.
- F. Retain responsibility for all aspects of its operations.
- G. Furnish instruction, related learning experiences, supervision, and evaluation of students during their field experience in support of the mutually agreed upon learning objectives for the field experience(s).
- H. Consult with the University as early as possible regarding concerns about a student to avoid the necessity of a request for withdrawal.
- I. Agree that personnel of the Site Organization are not employees of the University.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

**TERMS OF AGREEMENT:**

This agreement shall become effective on \_\_\_\_\_.

FOR THE UNIVERSITY:

FOR THE SITE ORGANIZATION:

\_\_\_\_\_  
Shirley Lefever, Ph.D.                      Date  
Dean  
College of Education  
Wichita State University

\_\_\_\_\_  
NAME    Date  
\_\_\_\_\_  
TITLE  
\_\_\_\_\_  
ORGANIZATION