

EDUCATIONAL AFFILIATION AGREEMENT BETWEEN

AND HOWARD UNIVERSITY

This Affiliation Agreement, effective on the date of the most recent signature affixed hereto (the “Effective Date”), is made by and between _____ (*hereinafter called the “Agency”*) and Howard University, on behalf of its School of Social Work, an institution of higher education incorporated under an Act of Congress in 1867, located in Washington, D.C. (*hereinafter called the “School”*), (hereinafter each individually referred to as a “Party” and jointly referred to as the “Parties”), is for the purpose of establishing rules by which the Agency’s facilities may be utilized by the School’s programs to prepare and train students for social work practice.

The terms of this Agreement and education term of the University shall be from the Effective Date through January 2027 and shall automatically renew each year thereafter for one year subject to these provisions mentioned hereafter, unless terminated. This Agreement may be terminated by either institution with a written notification and with a minimum advance notice of sixty (60) ~~days~~. Except under unusual conditions, such notification shall be submitted prior to the beginning date of a field/agency-based education training period. The School and Agency agree to make no distinction among students covered by this Affiliation Agreement because of race, color, creed, age, gender, sexual orientation, marital status, national origin, disabilities, or any other basis protected by law.

Recognizing that a substantial degree of coordination is necessary to provide an integrated class and agency-based experience for the student, the School/Agency affiliation is the instrument which provides the opportunity for a unified student experience. Agency-based education is usually concurrent with classroom study; however, some flexibility is possible based on an assessment and review of individual situations. In order to achieve the desired affiliation objectives, the Agency and the School, respectively, agree as follows:

A. Agency Responsibilities:

1. The objectives of the Agency must be in accord with the educational program and objectives of the School.
2. The Agency's philosophy and practice will support the values and ethics of the social work profession.
3. The Agency will provide a program that is stable, has clarity of purpose and function, and has structures and procedures appropriate for carrying out its program.
4. The Agency will provide adequate agency-based education and there will be a staff of sufficient size to carry programs (students will not be utilized as substitutes for regularly needed staff).
5. The Agency will provide meaningful experiences which enable students to learn and test social work skills, attitudes, and values.
6. The Agency will allow time for agency-based instructors to attend agency-based seminars (training), plan curriculum for their students, and supervise their learning experiences.
7. The Agency will have an ongoing commitment to improving the effectiveness of its staff and its services through means such as, staff development, self-studies, professional personnel practices, etc.
8. The Agency will agree to treat all agency-based education information, especially evaluations of students, confidentially, and to refer all student related inquiries to the School.
9. The Agency will provide resources necessary for students to carry out assignments (i.e., computers, telephone, desk, supplies, administrative services).
10. The Agency will qualify for membership in relevant standard-setting bodies; and when relevant, meet the criteria of appropriate governmental agencies (for example, meeting state licensing requirements for social work practitioners).
11. The Agency will demonstrate commitment to the ethics and values of the social work profession, as indicated by clear statements of nondiscrimination in the organization's statements, policies, and procedures. If the Agency belongs to any professional organizations, or adheres to a specific code of ethics, these should be specified on the Agency profile.

12. The Agency's administrative policies regarding services to clients, to other agencies, and to the community should be consistent with the standards of practice appropriate to it.
13. School and Agency agree to comply with all relevant state and federal confidentiality laws including but not limited to the HIPPA 1996 and FERPA to the extent applicable.
14. Agency will advise students of policy and procedure for any practical measure taken to prevent communicable disease. This includes any requirement for COVID-19 vaccination and TB clearance prior to starting placement. All medical records of a student shall not be maintained in a personnel file but in a separate confidential and secure manner in accordance with Agency's policy and procedure.
15. The Agency may request the School to withdraw from the practicum/internship any student, whose performance is unsatisfactory or whose health status may adversely affect the student's successful completion of the placement agreement.
16. The Agency remains responsible for supervision and care of services provided to the Agency's clients.
17. Agency will provide or arrange for immediate necessary medical treatment to students in the event of an accident or sudden illness occurring at the Agency's site. It shall be the duty of student to provide payment or adequate health insurance coverage and any subsequent related care.
18. Any notice to be given hereunder shall be given in writing and delivered personally or by registered or certified mail, postage prepaid as follows:

Agency Representative:

School Representative:

Howard University
School of Social Work
601 Howard Place NW
Washington, DC 20059

With a copy to:

Office of the General Counsel
Howard University
2400 6th St. NW, Suite 321
Washington, DC 20059

ADDITIONAL AGENCY REQUIREMENT:

- The Agency shall conduct orientation for the students, explain its policies, office procedures, safety awareness program, and provide other helpful information.
- The Agency shall keep the School informed of inter-agency policy and procedural changes and will select assignments appropriately.
- The Agency shall arrange learning experience schedules that will not conflict with those of the School.
- The Agency shall provide professionally qualified staff members who meet the standards of agency-based instructors set by the School, consistent with the “Mutual Agreement Between School, Agency, and Student.” The Agency shall provide an agency-based instructor or an Agency designated person, who will arrange an orientation program for instruction.
- The Agency, via the field/agency-based instructor, agrees to:
 - a) provide planned supervisory conference with students at least once a week with adequate discussion time;
 - b) provide training which helps students develop skill in professional relationships that emphasize conscious use of self;
 - c) provide opportunities for students to develop professional communication skills (reflected in written records, student activities, and effective verbal communication on the part of the student);
 - d) provide quality learning experiences for students that emphasize the breadth and depth of the profession and;
 - e) shall accept ultimate responsibility for quality supervision of students in providing professional services to clients and/or performing other professional duties.

B. School Responsibilities:

1. The School may require students to produce process recordings and keep logs of their daily activities. These are educational tools prepared by students to be reviewed by faculty consultants on their visits to the Agency.
2. The School will inform the Agency of changes and additions in the School’s calendar which may affect student attendance and performance in the Agency.
3. The School will provide regular seminars for field/agency-based instructors, and supplies performance evaluation outlines and other resource materials necessary for field/agency-based education, including any software or information management system. Materials are typically distributed at the orientation session for field/agency-based education. This session is held at the beginning of the academic year. Materials may also be obtained from students or from the Office of Agency Based Education, upon request.

4. The School will maintain contact with the Agency through the Faculty Consultant, and will be prepared to discuss concerns an Agency may have about student placements.
5. The School and Agency site will discuss safety awareness and provide protocols for handling risky situations involving students in field/agency placements.
6. School will advise students of its expectation that they comply with any Agency requirements, including but not limited to criminal background clearances. The Agency shall apply same policy to students as to employees under current hiring practices. The Agency may offer conditional placements which are dependent on clearance being obtained from criminal background screenings and may terminate a conditional offer to a student based on the results of the background clearance.

Mutual Responsibilities

NON-DISCRIMINATION: It shall be the mutual responsibility of the School and the Agency to comply with all federal, state and local laws that are applicable to activities carried out under this agreement. The parties agree not to engage in unlawful discrimination on the grounds of race, color, personal appearance, sex, religious creed, marital status, national or ethnic origin, age, sexual orientation, or disability, family responsibilities, political affiliation, source of income or any other basis proscribed by such laws.

INDEMNIFICATION: Each Party (an “Indemnifying Party”) will indemnify and hold harmless the Other Party (an “Indemnified Party”), its officers, employees and representatives from and against any and all claims, damages, judgments, and actions including, but not limited to, the costs, expenses, and reasonable legal fees incurred in defending such claims, damages, judgments, and actions, arising by reason of the negligent acts or omissions of the Indemnifying Party under this Agreement, except to the extent caused by the Indemnified Party’s own negligence or willful misconduct. Each Party s to give the other Party written notice of any claim, cause of action or demand for indemnification arising from or relating to performance under this Agreement within thirty (30) days after the other Party knew or should have known of the basis for such a claim or demand.

INSURANCE: Both Parties agree to maintain a program of continuous and adequate general and professional liability insurance in the amount of \$1,000,000 per occurrence/\$3,000,000 in the aggregate for the term of this Agreement. Both Parties shall provide a certificate of insurance evidencing such coverage upon request and shall immediately notify the other Party in writing of any changes, reductions or cancellation of such insurance.

At all times under this Agreement, the Agency shall be considered an independent contractor. Nothing contained herein, nor any course of action or failure to act, shall be construed to create an employer-employee or agent-servant relationship between the parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective officers duly authorized and empowered.

For [Agency Name Indicated Here] (“Agency”)

By:

Title:

Date:

For Howard University (“University”):

By: Anthony K. Wutoh, Ph.D., R.Ph.

Title: Provost & Chief Academic Officer

Date: