

**Affiliation Agreement**  
**between the**  
**University of Houston-Clear Lake**  
**and**

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**(Agency/Facility Name)**

The University of Houston-Clear Lake, hereinafter referred to as the “University”, located at 2700 Bay Area Blvd. Houston, Texas 77058, and \_\_\_\_\_, hereinafter referred to as the “Agency/Facility”, located at \_\_\_\_\_, agree to establish an affiliation for the purpose of providing a practicum or internship course for a student at the University. University and Agency/Facility shall be known collectively as “Parties” and singularly as “Party”.

The University and Agency/Facility mutually agree that:

1. The purpose of field placements is to provide opportunities for teaching and learning activities that will enable the student to meet stated objectives.
2. There shall be open channels of communication between the University and the Agency/Facility relative to the field practicum or internship through designated representatives.
3. The beginning and ending dates for field practicum or internship courses will be determined by the University.
4. The term of this Agreement shall cover the following period:

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(Month/Day/Year)

to

(Month/Day/Year)

5. Any of the parties may withdraw from this affiliation by giving seven days notice in writing to the other party.
6. Under this Agreement, University, students and University personnel, including faculty, shall not be considered employees, agents, borrowed servants, partners, or joint venturers of Agency/Facility.
7. Agency/Facility is not responsible for wages, social security taxes, medical insurance, or workers’ compensation insurance for students. In the event a student should participate in a paid internship program, or independent of the Agreement be employed by Agency/Facility, this section and section 6 shall not apply.

**The University agrees to:**

1. Assign a faculty person to serve as an internship or practicum supervisor. This representative will make appropriate visits to the Agency/Facility during the semester as is appropriate.
2. Select students who shall be placed at the Agency/Facility, subject to the approval of the Agency/Facility.
3. Restrict the activities of its internship or practicum supervisor from performing any service of the Agency/Facility except in the course of performance of field instructions, unless otherwise contracted.
4. Respect the mission of the Agency/Facility and both expect and require students to accept Agency/Facility clientele, staff, and administrators, regardless of race, ethnic origin, sex, age, religion, or political belief.
5. Withdraw upon written request any student whose performance is unsatisfactory or whose conduct is unacceptable to the Agency/Facility.

**The Agency/Facility agrees to:**

1. Accept qualified students for the field practicum or internship in the Agency/Facility with the provision that the students may participate in overall Agency/Facility programs and activities as appropriate.
2. Accept students without regard to race, ethnic origin, sex, age, religion, or political belief.
3. Provide appropriate instruction by a qualified Agency/Facility representative, hereafter known as the field supervisor, approved by the University.
4. Allow the field supervisor time to prepare for conferences with the students; to maintain scheduled conferences with the students; and to consult with the University's representative.
5. Provide the students with essential conditions and materials for their work, including space, privacy, and technological support, and reimbursements for work related expenses.
6. Inform the University of changes in Agency/Facility policy, procedures, and staffing that affect field practicum or internship courses.
7. Withdrawal of the student by the University when the placement fails to be in the best interest of the student, Agency/Facility, or University.

**General Provisions:**

1. Parties agree that this Agreement will be construed by the laws of the State of Texas, exclusive of its conflict of laws provision.
2. The terms and conditions of this Agreement may be modified upon mutual written consent of Parties at any time.

**Form No. OGC-S-2015-03**

In order to clarify the joint and separate responsibilities for the faithful performance of the terms of this Agreement, the parties, hereto in their capacity as stated, affix their signatures and declare their intentions.

**Agency/Facility**

**University of Houston-Clear Lake**

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Agency/Facility Supervisor	Date	Internship Coordinator/Instructor	Date
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		Faculty Chair (if required)	Date
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Agency/Facility Executive (if required)	Date	Dean or Associate Dean	Date

*Note: Modification of this form requires approval of OGC*