

P-11

**AFFILIATION AGREEMENT FOR CLINICAL EXPERIENCE  
and CLINICAL PRACTICE  
between  
CALDWELL UNIVERSITY  
and  
Union Board of Education**

**THIS AGREEMENT**, is made this \_\_\_\_\_ (insert date), between **CALDWELL UNIVERSITY**, (herein after referred to as "University"), an educational Institution of Higher Education, State of New Jersey and the, Union Board of Education (hereinafter after referred to as "Site"). The purpose of the Affiliation Agreement is to define the rules and responsibilities of the University and Site in the implementation and planning for the clinical experience (practicum) and clinical practice (student teaching) for prospective teachers. The parties intend to be legally bound to the following terms:

**I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY**

- a. *Selection of Students.* The University shall be responsible for the selection of qualified clinical interns (hereinafter referred to as "students") to participate in the clinical experience or clinical practice experience. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the School District or School.
- b. *Education of Students.* The University shall assume full responsibility for the classroom and classroom education of its students. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading and graduation.
- c. *Submission of Candidates.* The University shall submit the names of the students to the placement site or a designated representative at least six (6) weeks prior to the clinical experience assignment or clinical practice.
- d. *Advising Students of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of the School District or School and should any student fail to abide by any policy and/or procedure, he or she may be expelled from the program.
- e. Students will be required to enroll in the New Jersey Student Education Association, affiliated with the New Jersey Education Association. This membership provides them with \$1,000,000 education liability insurance from the National Education Association's Student Program.
- f. *Compensation.* For and in consideration of placement of clinical interns with district cooperating teachers during their clinical practice, the University agrees to pay to each cooperating teacher selected to guide the student's experience a \$200 stipend. This stipend is in addition to the regular salary paid by the School District or School.

Compensation is not extended to district teachers working with University students in clinical experience field experiences.

- g. *Designation of Representative.* The University's Associate Dean for Education may designate the Director of Field Based Education to serve as a liaison between the parties who will meet periodically with representatives of the site in order to discuss, plan and evaluate the experience of the student(s).

## II. DUTIES AND RESPONSIBILITIES OF SITE

- a. *Establishment of Clinical Experience or Clinical practice.* The Site authorizes the use of its facilities as may be agreed upon by the Site and the University as a clinical experience or clinical practice center. This clinical experience or clinical practice is for students enrolled in the University's Education Division approved Education Preparation Programs. This clinical experience/clinical practice is required and authorized by law.
- b. *Policies of Site.* The University will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. The Site will provide the University all the applicable information at least four (4) weeks in advance of the Student's participation.
- c. *Administration.* The Site will have sole authority and control over all aspects of student services. The Site will be responsible for and retain control over the organization, and operation of its programs.
- d. *Removal of Noncompliant Student.* The Site shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the Site should immediately contact the responsible University Faculty Supervisor or the University's Associate Dean for Education.
- e. *Designation of Representative(s).* The Site shall designate a person(s) to serve as a liaison(s) between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the experience of the student(s).
- f. *Supervision of Students.* The Site shall provide cooperating teacher who will supervise student activities during the clinical experience or clinical practice.
- g. *Reporting of Student Progress.* The Site shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Site.
- h. *Student Records.* The Site shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.
- i. *Eligibility Requirement.* For Clinical Practice placements, each cooperating teacher selected to supervise the clinical intern student shall hold a current New Jersey

i. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

**IN WITNESS WHEREOF**, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

**Site**

_____	<u>Caldwell University</u>
Site Name	
_____	<u>120 Bloomfield Ave</u>
Site Address	
_____	<u>Caldwell, NJ 07006</u>
Site City and Zip	
_____	<u>973-618-3919</u>
Site Phone	
_____	_____
Print Name	
_____	_____
Print Title	
_____	_____
Authorized Signature	Authorized Signature
_____	_____
Date	Date