

**AFFILIATION AGREEMENT**  
**BETWEEN**  
**SAM HOUSTON STATE UNIVERSITY**  
**AND**

---

THIS AFFILIATION AGREEMENT (Agreement) is made between **SAM HOUSTON STATE UNIVERSITY, a member of the Texas State University System, for the benefit of the College of Education (University)**, and **[Site Name], (Affiliate)**.

**I. PURPOSE OF AGREEMENT:**

This Agreement provides the terms under which the Affiliate will provide an on-site counseling internship experience where education is desired for qualified students training for a career in Marriage, Couple, and Family Counseling (Program).

**II. TERM:**

This Agreement will be in effect as of the date of full and final execution below and shall continue in full force for a period of three (3) years. Either party may terminate this Agreement with or without cause upon 90-days prior written notice to the other party, provided that any student currently participating in an internship at the time of termination may be permitted to complete the internship.

**III. THE UNIVERSITY AGREES TO:**

- A. Provide an Internship Coordinator from the University's Department of Counselor Education to liaise with Affiliate and provide objectives for the internship.
- B. Upon acceptance of the student by Affiliate, facilitate student's semester-long internship.
- C. Inform students that Affiliate may require student to submit to a drug and alcohol screening and criminal background check at student's expense as a condition of participation in the Program.
- D. Provide student participants basic education in confidentiality of medical and private information. When Affiliate is a medical facility, University will also provide general education in blood borne pathogens and Basic Cardiac Life Support.

**IV. UNIVERSITY SHALL REQUIRE STUDENTS:**

- A. To abide by the American Counseling Association ethical standards and will practice his/her counseling in accordance with these standards. A determination that there has been a breach of these ethics by a participating student will result in the students from the internship and a failing grade, and documentation of such behavior will become art of her/his permanent record.
- B. To adhere to the administrative policies, rules, standards, and practices of the Affiliate, and to keep the internship supervisor informed regarding his/her internship experiences.
- C. If applicable, upon Affiliate's written request, provide Affiliate the following information:
  - 1) Proof of current immunizations and health records as required by Affiliate;
  - 2) Permission for Affiliate to conduct and/or Proof of criminal background, which includes:
    - a. 5-year criminal background check in current and previous counties of residence and employment;
    - b. A check of the national sex offender registry; and
    - c. Evidence that the Student is not ineligible to participate in all federal and state health programs and verifications that the Student is not on the OIG or GSA exclusion list

**V. THE AFFILIATE AGREES TO:**

- A. Provide on-site internship experience pertinent and meaningful for the student's degree program consisting of one hour of weekly individual or triadic supervision with the university approved Affiliate administrator or supervisor.
- B. Accept the number of students that staff, space, and program permit.
- C. Allow the program of on-site education to be open to review by the participating student's faculty or administrative staff.
- D. Provide on-site supervision of the student(s) participating in the internship with Affiliate staff as clinical supervisors overseeing and evaluating each student's skills and foundational behaviors of professional practice. Affiliate will use the instruments of the University for student evaluation.
- E. Ensure student interns are not left alone at the site at any time during the duration of the internship. The Affiliate administrator, or clinical supervisor must always be present and serve as the decision-maker for any clinical or nonclinical issues or emergencies that arise.
- F. Keep the University informed regarding the education received by each student and his/her level of performance at the site, and consult with the University any time the student fails to make satisfactory progress.
- G. Support continuing education and professional growth and development of staff responsible for student supervision.

**VI. THE UNIVERSITY AND THE AFFILIATE JOINTLY AGREE:**

- A. That no student will be discriminated against on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran's status, sexual orientation, or gender identity in any aspect of this program. In execution of this agreement, the Site, their respective employees, and others acting by or through them shall comply with all federal and state policies and laws prohibiting discrimination, harassment, and *sexual misconduct*. Any breach of this covenant may result in termination of this agreement.
- B. That the determination of the number of students to be assigned to the Affiliate shall be a joint decision based on staff, space, and business necessity available at the site and eligible students enrolled in the curriculum who desire placement with that particular Affiliate.
- C. That schedules for individual students will be agreed upon by the Affiliate and the Internship Coordinator for the Program.
- D. That this document does not limit the Affiliate to accepting only students from this University into the on-site education program, nor the University from placing students at alternate sites.
- E. That there will be on-going open communication and meetings of representatives of both the University and the Affiliate as often as such meetings are needed to coordinate and improve the program, and at the convenience of both parties.
- F. That, after notice to the other party, either the University or the Affiliate may terminate a student's internship with Affiliate if, in the opinion of either party, the student is not making satisfactory progress or impairs Affiliate's ongoing operations.
- G. For purposes of the Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) the University hereby designates Site as a school official with a legitimate educational interest in the educational records of Students who participate in educational programs with Site to the extent that such records are required or provided to Site to facilitate this Agreement. Site agrees to maintain the confidentiality of the educational records in accordance with the provisions of the FERPA.
- H. Neither the student intern nor the Sam Houston State University Counseling Program are Business Associates of the Affiliate site. Students are considered a part of the Affiliate's workforce and contributors to the mental health treatment and services provided by the Affiliate during this internship.

*[remainder of page left intentionally blank]*

Semester and Year \_\_\_\_\_

MCFC

Each individual executing this Agreement below expressly represents that he/she has the authority to do so.

**AGREED:**

**FOR THE AFFILIATE:**

**FOR SAM HOUSTON STATE UNIVERSITY:**

\_\_\_\_\_  
Director or Designated Supervisor

\_\_\_\_\_  
Dr. Richard Eglsaer  
Provost & Vice President for Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
[Head, Affiliate Site]

Please return to: College of Education  
Office of the Dean  
Sam Houston State University  
P.O. Box 2119  
Huntsville, TX 77341  
(936) 294-1101