

County of Kane  
Office of County Board  
Kane County Government Center

Karen McConnaughay  
Chairman  
630-232-5930



RECEIVED  
SEP 7 2012  
KANE COUNTY BOARD  
719 Batavia Avenue  
Geneva, Illinois 60134  
Fax 630-232-9188

**DOCUMENT VET SHEET**  
for  
**Karen McConnaughay**  
**Chairman, Kane County Board**

Name of Document: Affiliation Agreement with Aurora University  
College of Professional Studies

Submitted by: Michael Isaacson, Health Department X83140

Date Submitted: 9/5/2012

Examined by: Joseph Luker  
(Print name)

[Signature]  
(Signature)

9-13-12  
(Date)

Post on Web: Yes  No  Atty. Initials [Signature]

Comments: This affiliation agreement is for the health department  
to host students from the Aurora University College of  
Professional Studies.

Chairman  
Signs  
2X

Chairman signed:  Yes  No SEPTEMBER 17, 2012  
(Date)

Document returned to: Bev Lopez, 1240 N. Highland, Ste. 26, Aurora

**AURORA UNIVERSITY  
COLLEGE OF PROFESSIONAL STUDIES  
SCHOOL OF SOCIAL WORK**

**This is an agreement between \_\_\_\_\_, (hereafter called the Agency), and AURORA UNIVERSITY, Aurora, Illinois and the College of Professional Studies, School of Social Work, Aurora University (hereafter called the UNIVERSITY), Aurora, Illinois**

This is a mutual agreement between the University offering programs in baccalaureate and graduate social work and the Agency providing field experience for selected student learning.

The parties agree as follows:

**I. UNIVERSITY RESPONSIBILITIES:**

1. To ensure that students placed with the Agency are qualified for the field experience, as demonstrated by fulfilling the subject and grade requirements of their particular program: BSW, MSW, or Post MSW Certification.
2. To require students to comply with the rules and regulations of the Agency in which they are placed.
3. To require students to follow all orders, instructions and directions given by the Field Instructor, as long as those orders, instructions and directions are in compliance with the agency, school district, and do not violate the NASW Code of Ethics.
4. To provide students with supervision by a university assigned Field Liaison who will maintain periodic communication with the university student and the Field Instructor.
5. To agree that students will be subject to dismissal from the placement if continuing in the clinical experience jeopardizes the welfare of the clients/pupils.
6. To agree that students will be subject the Student Review process, which may include dismissal from the Social Work Program for violations of the NASW Code of Ethics, university, and/or Agency policies.
7. To provide access to the Social Work Field Manual, necessary forms, and a calendar of Field events and deadlines.
8. To provide training for all Field Instructors on an annual basis.
9. To provide limited professional liability insurance for faculty and students with limits of not less than one million dollars (\$1,000,000) per occurrence and three million dollars (\$3,000,000) in the aggregate.

## **II. AGENCY RESPONSIBILITIES:**

1. To assign students to qualified supervising social workers who have indicated a willingness to work with social work interns. The supervising social workers will provide a minimum of one hour structured individual supervision weekly to each student assigned.
2. To permit and encourage students to have a variety of experiences appropriate for the individual student's internship level as outlined in the Social Work Field Manual.
3. To define for the student the extent of his/her responsibility and authority in relation to the entire Agency. This shall include a formal orientation and/or training period.
4. To evaluate the students' work as appropriate in relation to the placement, using the forms provided by the University and submitted to the University on or before the designated date.
5. At the request of the University, Agency shall provide information or reasonable facility access to the University's accrediting agencies for purposes of facilitating accreditation or re-accreditation of University programs.
6. To request medical information that is only pertinent to the student's participation in an internship. Requested information will not exceed that required for paid employees.
7. The Field Instructor at the Agency will complete all required internship paperwork in the time requested by the University.

## **III. JOINT RIGHTS AND RESPONSIBILITIES:**

1. The number of students placed each year will vary with the needs of the University for Field experience placements and the ability of the Agency to supply appropriate student internship openings.
2. Stipends and scholarships withstanding, internship placements are not considered paid employment.
3. In the event that a work stoppage occurs during the time students are assigned, the students will assume the role of neutral persons and maintain an uninvolved status with respect to the work stoppage.
4. In the event that a work stoppage continues for more than five work days, the University may make arrangements for an appropriate substitute field placement at another Agency.
5. The Agency and the University shall retain their respective rights, privileges, powers, and functions as autonomous entities. Their legal, financial, education, and administrative policies and procedures shall be unaffected by the terms of this agreement, except as is expressly provided for herein.

6. University faculty and students shall not be deemed or considered employees of the Agency and shall not replace Agency staff or render client services except as identified and delineated in the program of learning.
7. There shall be no discrimination against students or faculty on the basis of race, religion, sex, national origin, ancestry, age, marital status, handicapping conditions, or any other status protected under federal, state or local laws.
8. The parties shall maintain the confidentiality of records, data and other information deemed confidential by either party.
9. The parties agree to indemnify and hold each other harmless, to the fullest extent permitted by law, from any liability claim, demand, judgement or costs, including reasonable attorney's fees, arising out of or in connection with the acts, errors, mistakes, omissions, work, or service of their respective employees/student/agents.
10. The parties agree that each shall maintain General Liability insurance with a limit of not less than \$1 million per occurrence and \$3 million in the aggregate for injuries or damages including the liabilities assumed under the indemnification provision in Section III above.

This agreement shall be effective from \_\_\_\_\_, and remain in effect until terminated. Either party may terminate this Agreement, with or without cause, upon giving ninety (90) days prior written notice. This Agreement may be terminated at any time by the mutual agreement of the parties, in writing. In no case will the termination be effective before the completion of a specific program of instruction or the University semester or term in which notice is given. This agreement constitutes the entire Agreement and cannot be varied or amended except by written amendment signed by the parties. No assignment of this Agreement or the rights and responsibilities of the parties shall be valid without the prior written approval of the parties.

AURORA UNIVERSITY by: \_\_\_\_\_

\_\_\_\_\_  
Beth Reissenweber

Vice President for Finance

\_\_\_\_\_  
Date

\_\_\_\_\_ by:

*Karen McConaughay*  
Signature

*Karen McConaughay*  
Printed Name

*Chairman*  
Title

*September 17, 2012*  
Date