

3.12 APPROVAL OF AFFILIATION AGREEMENT WITH AURORA UNIVERSITY

A. SUBJECT

This item appears on the agenda so the Board can approve an agreement with Aurora University to provide college students internship opportunities with Woodstock District 200.

B. INFORMATION

District 200, in agreement with Aurora University, will contract to have student interns placed with the District. Interns will have the opportunity to gain experience in social work by being assigned to work under the supervision of professionals who will offer field experience as well as structured supervision.

C. RECOMMENDATION

The Superintendent is recommending that the Board approve an agreement with Aurora University as outlined above.

D. SUGGESTED MOTION

This item will be included in the suggested motion for the Consent Agenda.

AURORA UNIVERSITY
Affiliation Agreement

This is an Agreement by and between the Board of Education of Woodstock Community Unit School District 200 (hereafter called the Agency) located in Woodstock, Illinois, and AURORA UNIVERSITY, Aurora, Illinois (hereafter called the University).

The purpose of this Agreement is to specify the terms and conditions under which the University endorses and Agency provides field experience for selected student learning.

The parties agree as follows:

I. ENTIRE AGREEMENT:

1. This Affiliation Agreement accompanied by Schedule A defining the terms of specific field experience including, but not limited to, schedules, duties, learning outcomes, and Agency and University requirements, constitutes the entire Agreement.
2. This Affiliation Agreement is the only Agreement between the parties and supersedes any prior Agreements.
3. This Affiliation Agreement must be fully executed prior to students beginning a field experience at the Agency.

II. GENERAL TERMS AND CONDITIONS:

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. The Agency has the right to accept or deny placements based on availability of supervisors and intern qualifications.
2. 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.
3. 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.
4. There shall be no discrimination against any persons 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.
5. The parties shall maintain the confidentiality of records, data and other information deemed confidential by either party. University acknowledges that the Agency is subject to the *Illinois Freedom of Information Act*, and that Agency may release any information as it determines necessary pursuant to that Act.
6. The parties agree to indemnify and hold each other harmless, to the fullest extent permitted by law, from any liability, claim, demand, judgment or costs, including reasonable attorney's fees, arising out of or in connection with the acts, errors, omissions, work, or service of their respective employees/students/agents.
7. If any provisions of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.
8. Prior to a University student's placement at the Agency, the student must furnish authorization to either the Agency or the regional superintendent of the educational service region in which the Agency is located to

submit the student's name, sex, race, date of birth, social security number, fingerprint images, or other identifiers to the Department of State Police for the purposes of a criminal background check, including fingerprint-based checks with the FBI and Illinois State Police and checks of the Statewide Sex Offender Registry and the Statewide Child Murderer and Violent Offender Against Youth Registry in accordance with Section 10-21.9 of the *Illinois School Code* (105 ILCS 10-21.9). The cost of such criminal background checks shall be borne by the student. The Agency also may require a student intern to consent to a Faith's Law Employment History Review in accordance with 105 ILCS 5/22-94(c).

9. Prior to a University student's placement at the Agency, and at the cost of the student, the student must furnish evidence of physical fitness to perform duties assigned and freedom from communicable disease as required by Section 24-5 of the *Illinois School Code* (105 ILCS 5/24-5). Such evidence shall consist of a physical examination by a physician in Illinois or any other state to practice medicine, a licensed advanced practice registered nurse, or a licensed physician assistant within 90 days prior to placement.
10. The dismissal of a University student for academic or disciplinary reasons will be the responsibility of the University, but Agency maintains the absolute right to immediately remove a University student from the field experience placement/internship upon notification to University if the student's behavior violates the rules and regulations of Agency, is disruptive or detrimental to Agency and/or its students/staff, or when his/her performance is unsatisfactory.
11. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.
12. The parties shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, as well as the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq. ("ISSRA"), as applicable, and shall take all measures necessary to ensure the confidentiality of any and all information in their possession regarding the University's students who train at the Agency pursuant to this Agreement and Agency students to the extent allowed by law. The University shall not require students to photograph, video or audio record District students if students will be identifiable in such photographs, videos or audios without obtaining any parental or other consents required by law or by the Agency, as doing so could violate the relevant provisions of the Illinois School Student Records Act, 105 ILCS 10/1 et seq. ("ISSRA") and/or the Illinois eavesdropping statute, 720 ILCS 5/14-2.
13. Placed Students should carry their own health insurance. Agency may provide emergency care to placed Students or call an ambulance for a student, but students will be financially responsible.
14. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.
15. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.
16. This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, express or implied, is intended to confer upon any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations, or liabilities under or by reason of this Agreement.
17. This Agreement shall be binding upon the parties, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.
18. The captions contained in this Agreement are for convenience of reference only, and do not define, describe, or

limit the scope of this Agreement or any of its provisions.

19. Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or such other address as either party may request, in the case of the University, by notifying the Agency, and in the case of the Agency, by notifying the University.

If to the University:

Aurora University
Attention: Sr. Vice President for Business & Finance
347 S. Gladstone Ave
Aurora, IL 60506
Facsimile: 630-844-3777

If to the Agency:

Board of Education of Woodstock
Community Unit District 200
Attention: Superintendent
2990 Raffel Road
Woodstock, IL 60098
Facsimile: 815-338-2005

III. TERM AND TERMINATION

This Agreement shall be effective from August 1, 2024, and remain in effect for three years from the effective date unless terminated. Either party may terminate this Agreement, with or without cause, upon giving thirty (30) 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.

In witness thereof, the parties hereunto apply their authorized signatures:

AURORA UNIVERSITY by:


Sr. Vice President for Business & Finance

Sharon Maxwell

Printed Name

8/30/24

Date

AGENCY by:

Signature - Authorized Representative

Printed Name

Title

Date



Dean, College of Education & Social Work

Brenda J. Barnwell

Printed Name

8.30.2024

Date

(Optional) Signature 2nd Agency Representative

Printed Name

Title

Date

SCHEDULE A

This Schedule A forms a part of the Entire Agreement.

I. ACADEMIC PROGRAM CONTEMPLATED BY THIS SCHEDULE A:

Bachelor of Social Work
Master of Social Work
Doctor of Social Work
Post-Master's Certificate

II. LEARNING OUTCOMES, ASSESSMENTS:

1. The University is responsible for the academic quality of the field experience.
2. The University is responsible for establishing learning outcomes consistent with both program objectives and the field experience.
3. The student shall deliver the learning agreement to the Agency early in the placement and to complete this document within 75 hours.
4. The University will establish the learning outcomes (i.e. core competencies). The Agency and the student are responsible for designing the tasks necessary to achieve these outcomes.
5. The University will solicit the Agency supervisor's appraisal of student performance in accordance with the aforementioned rubric. However, the University retains sole discretion and responsibility for assignment and assessment of the field experience learning outcomes.

III. UNIVERSITY RESPONSIBILITIES:

1. To ensure that students engaged in field experience are properly registered students of the University.
2. 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.
3. To establish a protocol for University evaluation of student performance and the achievement of academic objectives.
4. To evaluate and assess, with the input of the Agency, student performance.
5. To require students to comply with the rules and regulations (policies and procedures) of the Agency in which they are placed.
6. To require students to follow all instructions and directions given by the Agency supervisor in compliance with the Agency's written policy.
7. To provide students with oversight by a university assigned field liaison who will maintain periodic communication with the University student and the Agency supervisor.
8. To agree that students will be subject to dismissal from the placement, in the discretion of Agency, if continuing in the clinical experience jeopardizes the welfare of the Agency clients, pupils, customers, or employees., if the student's behavior violates the rules and regulations of the Agency, is disruptive or detrimental to the Agency clients, pupils, customers, or employees, or when the student's performance is otherwise

unsatisfactory.

9. To agree that students will be subject to a 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.
10. To provide and execute an escalation policy for students to report their concerns with the placement or activities they are asked to perform.
11. To provide the student and Agency access to the Social Work Field Manual, necessary forms, and a calendar of field events and deadlines.
12. To establish a clear understanding with students that they are not considered employees of the Agency and are responsible for their own incidental costs including, but not limited to, transportation, uniforms, equipment, required background checks, and any other pre-placement requirements.
13. To provide training for all Agency supervisors on an annual basis.
14. To provide general liability insurance with a limit of not less than \$1 Million per occurrence and \$3 Million in the aggregate for injuries. Such insurance shall include sexual misconduct coverage. Upon request, the Agency shall be listed as an additional named insured under such policies and the University shall provide the Agency proof of such insurance coverages. The University shall notify the Agency of any material change in the terms or status of the policies.
15. To provide limited professional liability insurance for University faculty and students with limits of not less than \$1 Million dollars per occurrence or claim and \$3 Million dollars in the aggregate.

IV. AGENCY RESPONSIBILITIES:

17. To assign students to qualified supervising professional who has indicated a willingness to work with social work interns. The supervising professional will provide a minimum of one hour structured supervision weekly to each student assigned.
18. 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.
19. To provide the student with a document of Agency policies and procedures for the field experience site.
20. 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 provided by the Agency orienting students to safety protocols in the event of emergencies or client crises.
21. To contribute to evaluation of student 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.
22. 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.
23. To request medical information that is only pertinent to the student's participation in an internship. Requested information will not exceed that required for Agency's licensed employees.
24. To provide general liability insurance with a limit of not less than \$1 Million per occurrence and \$3 Million in the aggregate for injuries and damages.

25. 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.
26. 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.
27. The Agency should refer to the Aurora University Social Work Field Manual (available online) for field experience objectives and guidance.