GEORGE MASON UNIVERSITY
Health, Fitness and Recreation Resources Program

AFFILIATION AGREEMENT WITH AGENCY PROVIDING FIELD INSTRUCTION

THIS AGREEMENT, made ______ by and between GEORGE MASON UNIVERSITY, hereinafter referred to as University, and ________ (agency) hereinafter referred to as Agency. The term of this Agreement shall extend from ______ to _______.

1. Purpose
The purpose of this Affiliation Agreement is to guide and direct the participating parties in providing quality-learning experiences for students enrolled in Health, Fitness and Recreation Resources Programs.

2. Agency Obligations and Responsibilities
2.1 The Agency agrees to accept interning student from the University ________________ for the purpose of providing field practice.
2.2 The Agency provides adequate support for participating student in accordance with the student, agency, and internship program objectives. (See attachment on Roles and Responsibilities from Internship course syllabus.)
2.3 The Agency provides for orientation of University faculty and student to the Agency facilities, staff, philosophies, policies, rules and regulations.
2.4 The Agency retains responsibility for the supervision and care of its facilities, programs, services and clientele.
2.5 The Agency maintains administrative and professional supervision of student insofar as his/her presence and participation in program assignments affects the operation of the Agency.
2.6 Agency staff assist University faculty in the evaluation of the learning and performance of participating students.
2.7 Any medical or health care that a student or faculty member receives for injuries or illness that may occur during the period of authorized presence in the Agency shall be at the expense of the student or faculty member. However, the Agency will provide immediate first aid to the extent of its capability.
2.8 The Agency maintains in force during the term of this Agreement bodily injury, property damage and professional liability insurance, with coverage of at least One Million Dollars ($1,000,000), insuring itself and its agents and employees for their acts, failures to act or negligence. If requested, Agency will supply a Certificate of Coverage.
2.9 In the event the intern operates Agency vehicles, the Agency assumes full responsibility for their operation and function.

3. University Obligations and Responsibilities
3.1 The University admits to the internship program only students who shall have successfully completed prerequisite courses.
3.2 The University participates jointly with Agency staff in the selection of experiences for student assignments.
3.3 Prior to any student experience, the University shall provide the Agency with names of faculty, internship coordinators and a copy of the internship manual further describing objectives, procedures and expectations. Student interns are considered to be Agents of the Commonwealth of Virginia and act with the scope of the assigned duties and responsibilities prescribed.
3.4 The student agrees to be responsible for any university property under his/her control and agrees to repay the university up to the limit of the deductible. (See attachment on Roles and Responsibilities from Internship course syllabus.)

4. Mutual Obligations and Responsibilities
4.1 Both parties hereto agree that, in the event of unsatisfactory performance by a student or faculty member, each party reserves the right to recall that student or faculty member from the field and shall so notify the other party through the party’s agent who is most closely associate with the field practice.
4.2 Neither party shall be liable for any claims, liabilities, or expenses arising out the acts or omissions of the other party. To the extent permitted by the laws of the Commonwealth of Virginia, George Mason University shall be responsible for the only negligent acts or omissions of its agents and employees. Nothing herein shall be deemed as a waiver of the sovereign immunity of the Commonwealth of Virginia. If requested, George Mason University will provide ______________ a certificate of liability coverage under the Commonwealth Risk Management Plan.
4.3 The parties agree that nothing in this Agreement nor any performance under the Agreement shall act to create an agency or an employment (master-servant) relationship between the Agency, its employees, or agents, and George Mason University, its employees, or agents.

5. General
5.1 No amendment or modifications of this Agreement shall be valid unless in writing and executed with the same formality as this Agreement by authorized representatives of the parties hereto. No waiver of any breach or default hereunder shall be deemed to be a waiver of any subsequent breach of default of the same or similar nature.
5.2 It is understood and agreed that this Agreement shall be construed, governed and interpreted pursuant to the laws of the Commonwealth of Virginia, and if any provisions of this Agreement or parts thereof are held to be invalid under such laws, the other such provisions or parts thereof will nevertheless continue in full force and effect. All disputes arising under this contract shall be brought before a proper Virginia Commonwealth court.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

AGENCY
BY: ____________________________    BY: ____________________________
TYPED: ____________________________    TYPED: Jeffrey Gorrell, Ph.D
TITLE: ____________________________    TITLE: Dean, Graduate School of Education
DATE: ____________________________    DATE: ____________________________

ADDITIONAL (if needed)
BY: ____________________________    BY: ____________________________*
TYPED: ____________________________    TYPED: ____________________________*
TITLE: ____________________________    DATE: ____________________________*
DATE: ____________________________    DATE: ____________________________*

STUDENT

*I have read the above and agree to abide by this agreement.
The Internship Syllabus - Roles and Responsibilities

The Internship is a three-way partnership between the student, the university and the agency. Partners assume responsibilities, perform functions, and receive benefits as a result of their involvement. To assure understanding, the responsibilities of each of the parties are mentioned below:

A. Intern students assume responsibilities including:
   1. alerting the Internship Coordinator of intent to register for the internship the prior semester;
   2. after consulting with internship coordinator, securing placement in an approved cooperating internship organization;
   3. accepting and adhering to the rules and regulations governing the internship organization; becoming an integral and participating member of the internship agency staff;
   4. setting mutually satisfactory and feasible goals and objectives with the agency supervisor;
   5. visiting, observing and participating in phases of the agency operation other than those to which he/she is assigned;
   6. conducting himself or herself professionally at all times;
   7. striving toward higher levels of personal and professional growth and fulfillment; and
   8. after consulting with the internship supervisor, carry out a special project for which full responsibility is assumed.

B. Internship Coordinator is assigned responsibilities including:
   1. directs and supervises the internship experience
   2. establishes the framework and requirements for internships
   3. monitors the student's internship assignment
   4. assesses student performance
   5. assigns grade
   6. assures university, college and program requirements are met
   7. determines eligibility of students for internship
   8. provides agencies and students with the necessary forms and documents
   9. approves of internship agencies and placements in consultation with the student and agency supervisor;
   10. assists the agency in identifying or developing appropriate experiences to meet the needs of the intern while meeting agency objectives--this will be accomplished primarily through the development and approval of an internship (job) description
   11. helps students prepare for internship, develop resumes, develop goals and objectives, develop a sound plan for meeting goals and objectives, and plan ways of sharing knowledge and insights with students and staff;
   12. conducts periodic internship seminars prior to, during, and at the conclusion of the internship (other arrangements will be made for interns outside the Washington, DC metropolitan area)
   13. when possible, visits the agency to observe and to confer with the student and the agency supervisor (other arrangements will be made for interns outside the Washington, DC metropolitan area)
   14. evaluates the internship weekly reports and discuss the reports with the student and agency supervisor, as necessary
   15. evaluates the student's internship performance and assist the student in self-evaluation, and in consultation with the agency supervisor assign the student's final grade for internship; and
   16. periodically confers with personnel from cooperating internship organization to improve the internship program.

C. The onsite supervisor assumes these responsibilities:
   1. determines with the Internship Coordinator and the student learning experiences which are mutually beneficial and rewarding and which provide challenge and growth for the intern--this will be accomplished primarily through the development and approval of an internship (job) description
   2. interviews and select students in consultation with the university program faculty
   3. agrees to accept and supervise the internship student
   4. interprets the aims and outcomes of the internship program to other agency personnel
   5. assigns a qualified staff member to serve as the agency internship supervisor for each student;
   6. prepares the agency or institution staff for the arrival of the student and orient the student to the philosophy, policies, programs, and services provided. Copies of the printed information should be provided to both the student and, if plentiful, the faculty advisor.
   7. integrates the student at all appropriate levels as a full participant in agency meetings, activities, projects and programs
   8. confers with the intern weekly as to progress, work schedule, and expectations
   9. cooperate with the faculty advisor in evaluating the practicum program and providing input into the curriculum development process
   10. assesses the student's performance and the degree to which the student meets stated goals and objectives; the evaluations should take place at about the fourth week of the internship and at the end of the internship period.