

What are Affiliation Agreements?

Affiliation Agreements are used to establish affiliate relationships between Northern Arizona University and other institutions to allow the University's students to participate in academic credit-bearing educational experiences, such as supervised clinical or other fieldwork experiences or internship programs, at the host affiliate's location. Affiliation Agreements define the applicable terms and conditions and the respective roles and responsibilities of each party.

The academic unit Program Coordinator is responsible for initiating, as appropriate, either a standard or non-standard Affiliation Agreement when seeking to establish a relationship with a third-party educational affiliate. Types of agreements:

1. CHHS Standard Agreement- Covers: Clinical Mental Health Counseling, Clinical Psychology PsyD, Combined School Psychology and Counseling Ph.D.
2. Non-Standard Agreement – Some affiliates request changes to the language in the “standard” agreement, which necessitates a “non-standard” agreement. A non-standard agreement involves negotiations between NAU and the affiliate and can take an extended amount of time to finalize. **It is recommended that the process to select a practicum/internship location occurs well in advance of the semester in which the practicum/internship will take place if a non-standard agreement is needed.**

How to Set Up an Affiliation Agreement with Your Desired Site:

1. Set up a meeting with your practicum/internship instructor to review the most up-to-date Affiliation Agreement list which will include the following information about each site:
 - a. Currently has an active affiliation agreement → See #2
 - b. Have had an affiliation agreement with NAU in the past but has expired – these sites need a new affiliation agreement established agreement → See #3
 - c. Have not had an affiliation agreement with NAU in the past and/or have not hosted interns yet, but they would like to host interns and therefore need an affiliation agreement. → See #3

Note: if you are interested in interning at a site that is not listed in the NAU Internship Database document, an affiliation agreement needs to be established → See #3

2. **Your site has an active affiliation agreement in place:** double check that the listed affiliation agreement's end date in the NAU CMHC Internship Database, covers your anticipated timeline for working at the site
 - a. If so, you are good to go!
 - b. If not, speak with your Academic Program Coordinator or faculty member to request an extension of the affiliation agreement at least six months before the agreement expires.
3. **If your site does NOT have an active affiliation agreement in place:** the Program Coordinator, Academic Program Coordinator, or internship faculty will submit a request for the site to become affiliated. Students will be notified when the affiliation agreement has been finalized.