

Affiliation Agreement
by and between
Clay County District Schools
and
Walsh University

A. Cooperating Agencies

Walsh University of North Canton, Ohio (hereinafter called the University) and [AGENCY/SCHOOL NAME] Clay County District Schools (hereinafter called the Agency/School).

B. Cooperating Agreement

This is a mutual Agreement between the Agency/School and the University for a period of twelve (12) months, effective (*date*) January 8, 2026 and then shall be extended automatically for successive one-year periods. This Agreement may be terminated by either party by giving a written notice to the other at least ninety (90) days prior to the end of anyone year term hereunder. This agreement may only be revised or modified by written amendment signed by both parties. The Agency/School will accept counseling students to participate and to engage in counseling activities as determined by the Agreement between the Agency and the University. This Agreement is for the education and benefit of all parties for supervised practicum/internship experience which is to be coordinated and arranged no less than one month prior to the start of the University semester.

C. The University Agrees

1. To the Dean of the School of Behavioral & Health Sciences, or his/her designee, coordinating with the Agency/School or his/her designee, all matters pertinent to the field experience of counseling students assigned to the Agency/School.
2. To the Faculty Supervisor being responsible for planning curriculum content and defining learning experiences, and for evaluating counseling student experience.
3. To arrange with the site supervisor the selection and assignment of practicum/internship experiences for the University counseling students who will be involved in direct and indirect student/client interaction.
4. To cooperate with the Agency/School counseling education program in scheduling practicum/internship experiences.
5. To provide individual/group supervision to counseling students.
6. To organize and conduct classes, provide individual supervision (as needed) and group supervision to counseling students.

7. To assume full responsibility for the administration, organization, and operation of its educational program.
8. To admit to the practicum/internship experiences only counseling students who have met all University requirements.
9. To require that the counseling students have liability insurance during the term of their learning experience with one (1) million per claim, three (3) million aggregate coverage. Walsh University provides professional liability coverage for faculty while performing faculty duties.
11. To require that counseling students will meet the requirements of the Agency/School, including professional attire, background check, etc.
12. That counseling students and Faculty Supervisor will abide by and operate within the rules, policies, and procedures of the Agency/School during field experiences at the Agency/School.
13. Orient site supervisors to counseling program

D. The Agency/School Agrees

1. To maintain the sole responsibility for the quality and nature of the care of students/clients including the care given by counseling students.
2. To provide written policies, procedures, standards of care and protocol to the Faculty Supervisors and counseling students in advance of the practicum/internship experience and during the course of the affiliation.
3. To provide written evaluations of the counseling students as requested by the University.
4. To instruct the staff members in their respective roles and relationships with the Faculty Supervisors and counseling students. To promote positive attitudes on the part of all concerned in making the cooperative arrangement between the Agency/School and University successful.
5. To provide for counseling students and Faculty Supervisors adequate lockers or storage space, equipment, and classroom space as needed.
6. To grant counseling students use of reference materials at the Agency/School in accordance with established protocol.
7. The Agency/School shall select supervisors for the program based on:
 - a. minimum of a master's degree, preferably in counseling, or a related profession
 - b. relevant certifications and/or licenses
 - c. minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled
 - d. relevant training in counseling supervision

9. Provide Faculty Supervisors with the following information:
 - a. Students names and phone numbers
 - b. Course description and objectives
 - c. Phone number where Faculty Supervisors can be reached
 - d. Phone number of the Field Experience Supervisors at Walsh
 - e. Course schedule

10. Site Supervisor shall:
 - a. Orient the counseling student to Agency/School
 - b. Provide one (1) hour of individual/triadic supervision per week
 - c. Provide learning experiences that help meet the practicum/internship objectives
 - d. Help develop any necessary skills
 - e. Allow for the counseling student's development of critical thinking skills
 - f. Work with the student to identify and set priorities, solve problems, make decisions, manage time, delegate tasks, and interact with others
 - g. Provide student with formative and summative evaluations
 - h. Provide formal and informal feedback
 - i. Report to Faculty Supervisor when counseling student is: absent, not meeting objectives, or additional incidents

E. It is Mutually Agreed by Both Parties That

1. Counseling students and Faculty Supervisors will not be considered as employees of nor will they be covered by Social Security, Unemployment Compensation, Workers' Compensation, and/or the Agency/ School malpractice insurance. The Agency/School, all of its agents, employees and/or contract employees, will be indemnified and held harmless from any and all claims, and/or liability, and/or causes of action which might arise from the counseling student's performance and presence at the Agency/School.

2. This Agreement shall be binding on all successors and assigns.

F. Request for Withdrawal of Counseling Students

The Agency/School may request the University to withdraw a counseling student or Faculty Supervisors whose performance or conduct may have detrimental effect on student/clients or personnel, and the University will immediately comply with such a request. The Agency/School reserves the right not to accept a counseling student who has heretofore been discharged by the Agency/School for reasons for which it makes it inexpedient to accept them as a counseling student. The Agency/School further reserves the right not to accept a counseling student if the Agency/School finds the health status of such counseling student to be unacceptable to the Agency/School. No counseling student, which the Agency/School requests to withdraw from the program or which the Agency/School does not accept to the program, shall be entitled to any due process procedures.

G. Requests for Health Reports

The Agency/School has the right to request health status reports on either counseling students or University faculties.

H. Discontinuance of Agreement

This Agreement shall be valid unless terminated as follows:

1. Both parties may mutually agree to terminate this Agreement at any time.
2. Either party may terminate this Agreement by giving a 90-day written notice of its intention to terminate as of the effective date set forth in such a notice.

I. Review and Revision of Agreement

Periodic evaluations of the program shall be made, and needed changes to the Affiliation Agreement shall be adopted, by mutual agreement.

J. Student/Client Confidentiality

If the Agency/School is a “covered entity” as defined in the privacy regulations promulgated pursuant to HIPAA, and Students and Faculty Members have access to protected health information (“PHI”), as such term is defined under HIPAA, due to their participation in field experience at the Agency/School, it is agreed that for HIPAA compliance purposes only, such Students and Faculty Members are deemed to be part of the Agency/School “workforce” and involved in the Agency/Schools “healthcare operations,” as such terms are defined in HIPAA. The Students and Faculty Members shall be subject to the Agency/School policies and procedures governing the use and disclosure of PHI. The parties further agree that the Agency/Schools responsibilities related to the field experience contemplated by this Agreement do not constitute a business associate relationship under HIPAA.

K. Student Confidentiality

The Agency/School shall comply with the requirements of the Family Educational Rights and Privacy Act (“FERPA”) to the extent it maintains any student records.

[Signature page to follow.]

IN WITNESS WHEREOF, Walsh University and Clay County District Schools have executed this Agreement as of the Effective Date.

For Clay County District Schools (Agency/School Name)

By: Erin Skipper

Date: January 8, 2026

Title: School Board Chair

Address: 900Walnut Street, Green Cove Springs, FL 32043

For Walsh University

By: _____ Date: _____

Title: Kimberly Cleveland, PhD, JD, MSN, RN, FAONL, C-MBC, C-MPC

Dean, College of Health Sciences

2020 East Maple Street

North Canton, Ohio 44720

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By: Erin Skipper



Date: January 8, 2026

Title: School Board Chair

Address: 900 Walnut Street, Green Cove Springs, FL 32043

For Walsh University

By:



Date:

January 5, 2026

Title: Kimberly Cleveland, PhD, JD, MSN, RN, FAONL, C-MBC, C-MPC

Dean, College of Health Sciences

2020 East Maple Street

North Canton, Ohio 44720