

AFFILIATION AGREEMENT

BETWEEN

AND

ALAMO COMMUNITY COLLEGE DISTRICT

This Affiliation Agreement (“Agreement”) is made effective on the date stated in Exhibit A (hereinafter referred to as the “Effective Date”) by and between **\_** (“Workplace Setting”) and the Alamo Community College District(“Alamo Colleges District”), a public junior college district and political subdivision of the State of Texas, on behalf of its \_ College (“College”). A copy of this agreement will be maintained by the Workplace Setting and College will maintain the original agreement.

**WHEREAS** the College department stated at **Exhibit A** (“Department”) wishes to place its students at the Workplace Setting as part of its program stated at **Exhibit A**;

**WHEREAS** the Workplace Setting is willing to participate as a workplace setting as part of the students’ education and agrees to allow College students into its workplace under the terms and conditions set forth herein.

**NOW, THEREFORE**, in consideration of the mutual covenants set forth herein below, and for other good and valuable consideration, the receipt of which is hereby acknowledged, Alamo Colleges District, on behalf of College, and Workplace Setting hereby agree as follows:

1. **TERM AND TERMINATION.** This Agreement is for a term specified in **Exhibit A**. Either Party may terminate this Agreement, with or without cause, by providing the other sixty (60) days prior written notice of its intent to terminate. Termination shall be effective at the end of the semester during which notice is given. Workplace Setting shall not be required to accept students who enroll in Department programs subsequent to the date of the notice of termination, and those students already assigned to the Workplace Setting shall have the opportunity to fully complete the course of study which is in progress.
2. **STUDENT ELIGIBILITY AND SCHEDULES**. Eligible College student(s) (“Students”) will be registered as specified in **Exhibit A**.

Student(s) will work **THIRTY (30)** hours per week at the Workplace Setting. The Department shall

provide the Workplace Setting with the names of students and schedule of assignments under this program.

The Workplace Setting shall provide the Student names and work schedules to the designated College instructor

prior to the expected beginning of the Student's assignment. Schedules are to indicate the proposed days and

times of Student assignment, the educational experience, physical location and department.

1. **COLLEGE INSTRUCTOR DUTIES AND OBLIGATIONS.** According to the Guidelines for Instructional Programs in Workforce Education, t*he external learning experience allows the student to have practical, hands‑on training and to apply learned concepts and theories in a workplace setting. External learning experiences must ultimately be under the control of the educational institution.**Each institution must assure that the external learning experience is consistent with industry standards, supports specific written objectives outlined by the educational institution, and emphasizes current practices in the field of specialization*. *The institution must approve and evaluate all training locations and must evaluate all faculty who supervise students. The on-site supervisor of each external experience should have appropriate qualifications in the applicable discipline. The educational institution must maintain written evaluation records*.
   1. The College instructor will make site visits for the purpose of monitoring the Student(s). There will be approximately three (3) visits during the semester. These visits will take place during the regular Student working hours. Visits are generally by appointment, but the instructor may make unannounced visits.
   2. The College instructor is responsible for grading Student performance. In the case of student teaching observation, the Student must assume the lead teacher role or, in the case of public-school placements, the Student must assume a role of teacher assistant. If the Student is not working in a school setting, the instructor and student will determine what will be observed. The Student must be able to implement changes suggested by the instructor. At the end of an observation period, the instructor and the Student will meet briefly in order to review the instructor’s observation and recommendations. During this short period of time, a person other than the Student must supervise any children, if applicable. The Department Chairperson is never responsible for supervising children.
2. **STUDENT(S) EVALUATION AND ASSIGNMENTS.** It is highly recommended that the Student remain in the same environment during this training course in order that the observations and the any applicable professional portfolio will reflect work in that setting. Conferences with the Workplace Setting administrator who is the supervisor of the Student will be held upon request to discuss general questions and/or problems. The Student will be given assignments to be completed in the Workplace Setting. The Workplace Setting’s administration and staff are expected to provide support so that these assignments can be carried out. The Student may be given an assignment to visit another Workplace Setting, and release time to accomplish this is recommended.
3. **GENERAL TERMS.**  The Parties shall comply with all applicable provisions of all federal, state and local laws and regulations, including any applicable Executive Orders, applicable to the operation of Alamo Colleges District and the Workplace Setting, including, without limitation, employment-related statutes and education-related statutes such as the Family Education Rights and Privacy Act (“FERPA”). Any exchange by the parties of student record information protected by FERPA shall commit the receiving party to limit the use of such information to the purposes for which the disclosure was made, and to impose such limits on any re- disclosure, and the parties agree to comply with all applicable statutory and regulatory provisions, including, without limitation 34 CFR 99.31, 99.32, 99.33, 99.34 and 99.35. The Parties agree to have in place and abide by a policy prohibiting discrimination, harassment, and retaliation on the basis of any legally protected criteria, including, without limitation, race, color, gender/sex, sexual preference, religion, age, disability, genetic information, national origin, veteran status, income level, limited English proficiency or political affiliation. The Parties agree not to deny or discriminate on the basis of any legally protected criteria in the provision of any service or benefit, including, without limitation, access to any educational program or use of any facility.
   1. If the Workplace Setting is a Texas Department of Family and Protective Services licensed/registered child care center/family day home, the Workplace Setting certifies that it meets the liability insurance requirements of liability coverage in the amount of $300,000 for each occurrence of negligence involving a child as established in Human Resources Code § 42.049. The Workplace Setting also agrees to maintain liability insurance for bodily injury, property damage and personal injury in the amount of $300,000 per occurrence and $1,000,000 in the aggregate. The Workplace Setting agrees to provide the Department with a copy of proof of insurance upon execution hereof or otherwise upon request. The Workplace Setting further certifies that it is in compliance with the applicable provisions of Chapter 42, Texas Human Resources Code, including § 42.060 (Carbon Monoxide Detectors).
   2. Alamo Colleges District agrees to maintain in force a policy of Professional Liability Insurance with all faculty and students in this program (as applicable) included as insured with limits of $1,000,000.00 for each claim and an aggregate limit of $3,000,000.00. Department agrees to provide Workplace Setting with a copy of proof of insurance upon execution hereof or otherwise upon request.
   3. **Choice of Law.** This Agreement is made and is to be performed in Bexar County, Texas, and will be interpreted and governed by the Constitution and the laws of the State of Texas. Venue of any court action brought directly or indirectly by reason of this agreement shall be in Bexar County, Texas.
   4. **Successors and Assigns.** This Agreement shall be binding on and shall inure to the benefit of the parties, and their respective heirs, legal representatives, successors and assigns. This Agreement may not, in total or part, be assigned or transferred directly or indirectly to another subsidiary/agency without prior written consent of both parties. Sixty (60) calendar days’ written notice is required for any change in status.
   5. **Entire Agreement.** This Agreement represents the entire agreement between the parties with respect to the subject matter herein. No representations, warranties, promises, guarantees, undertakings, or agreements, oral or written, express or implied, have been made by the parties with respect to the subject matter herein except as expressly stated herein.
   6. **Amendments.** Amendments or modifications may be made to this Agreement only by setting the same forth in a written document duly executed by the parties.
   7. **Severability.** This Agreement is to be performed in accordance with, and only to the extent permitted by, all applicable laws, ordinances, rules and regulations. If any provision of this Agreement or the application thereof to any party or circumstance shall, for any reason and to any extent, be invalid or unenforceable, the extent of such invalidity or unenforceability does not destroy the basis of the bargain among the parties as expressed herein, and the remainder of this Agreement and the application of such provision to other parties or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.
   8. **Captions.** The Section headings appearing in this Agreement are for convenience of reference only and are not intended, to any extent or for any purpose, to limit or define the text of any Section.
   9. **No Third-Party Beneficiaries.** Unless otherwise expressly specified elsewhere herein, nothing in this Agreement shall be construed as creating or giving rise to any rights in any third parties, including, but not limited to Workplace Setting employees and College instructors or students, or any persons other than the Parties hereto.
   10. **Independent Contractors.** Workplace Setting and Alamo Colleges District understand and agree that each performs tasks, the details of which the other does not have legal right to control and no such control is assumed by this Agreement. This Agreement does not create an employment relationship, partnership, or joint venture between Workplace Setting, its employees, and Alamo Colleges District. Neither party nor its employees shall be deemed employees of the other for any purpose whatsoever, and neither shall be eligible to participate in any benefit program provided by the other. Workplace Setting and Alamo Colleges District further agree that nothing in this Agreement shall be construed to create a borrowed servant status with the employees of the other party.

Authorized signatures below constitute acceptance of the terms and conditions set forth in this Agreement.

**Workplace Setting**:

Name of Workplace Setting

Printed Name and Title of Administrator

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Administrator

Date:

**Alamo Community College District**

**(Alamo Colleges District) on behalf of College**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College President

Date:

ATTACHMENT: Exhibit A Specific Terms

*[Remainder of Page Intentionally, Left Blank]*

EXHIBIT A TO AFFILIATION AGREEMENT WITH ALAMO COLLEGES DISTRICT

1. The Department and program(s) to which this Affiliation Agreement apply are:

\_\_

2. The Effective Date shall be , 20\_\_ and the term shall continue until \_\_, 20\_\_. This Agreement shall automatically renew for successive one (1) year terms thereafter.

3. Eligible College Student(s) will be registered for the following courses:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Notice addresses are:

**ALAMO COLLEGES DISTRICT:**

Campus: \_

Department: \_

Attention: \_

Title: \_

Address: \_

Room No.: \_

City/State: \_

Telephone: \_

Email: \_

With a copy to:

Attention: \_

Title: Vice President for College Services

Campus: \_ College

Address: \_

Room No.: \_

City/State/Zip: \_

Telephone: \_

Email: \_

**FACILITY:**

Attention: \_

Title: \_

Department: \_

Address: \_

Room No.: \_

City/State/Zip: \_

Telephone: \_

Email: \_

Other: \_