

**AFFILIATION AGREEMENT**  
**Between**  
**City of Everett**  
**and**  
**CLEVELAND STATE UNIVERSITY - COLLEGE OF HEALTH**

THIS AGREEMENT is entered into this June 9<sup>th</sup> 2026, by and between City of Everett (hereinafter the “Organization”), and CLEVELAND STATE UNIVERSITY, a state- supported university and instrumentality of the State of Ohio established pursuant to Ohio Revised Code Section 3344, acting by and through its Board of Trustees, and located at 2121 Euclid Ave., Cleveland, Ohio 44115 (hereinafter the “University”), by and through their duly authorized administrators.

**RECITALS**

WHEREAS, the University’s School of Social Work desires to provide field experience for students enrolled in its programs (the “Students”); and

WHEREAS, the Organization recognizes the need for and desires to assist with this field experience and is willing to make available its facility and resources to the University for such purposes;

NOW, THEREFORE, in consideration of the mutual promises and covenants set forth herein, the receipt and sufficiency of which is hereby acknowledged, the University and the Organization (both or either of which may hereinafter be referred to respectively as the “Parties” or a “Party”) agree as follows:

**I. TERM AND TERMINATION**

This Agreement is valid for a term of five (5) years, commencing on the Date of this Agreement. Thereafter, the Parties may agree to initiate a new agreement term. Notwithstanding the foregoing, this Agreement may be terminated by either Party at any time upon thirty (30) days prior written notice to the other Party. In the event of any termination pursuant to this section, the Parties will use their best efforts to ensure that any Student then participating in field experience is able to complete his/her field experience.

**II. UNIVERSITY RESPONSIBILITIES**

1. The University, at all times, retains sole responsibility for the educational standards of its programs as established by the School of Social Work, the Council of Social Work Education, and the State of Ohio for Social Work licensure.

2. The University shall be responsible for the approval/assignment of Students to the Organization. The University agrees to assign only those Students to the Organization who have completed the required course of study as determined by the University.

3. The University shall designate a Faculty Liaison who will serve as the University’s liaison with the Organization for all communications concerning all aspects of the field experience, including but not limited to planning, placement and scheduling.

4. The University will provide proof of negligence or malpractice insurance coverage in the amount of one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate which covers Students assigned to the field experience.
5. The University agrees to inform Students that they are required to comply with the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") issued under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the related regulations, as they may be amended from time to time.
6. The University agrees to inform Students that they must meet health screening requirements and provide evidence of health screening, immunization requirements, and/or background checks as required by the Organization.
7. The University agrees to inform students that they are required to act in compliance with all billing and claims submission laws and regulations and Organization compliance program policies, including the mandatory duty to report actual or possible violations of these laws, regulations and policies to the Organization's Compliance Chairperson.
8. The University, to the fullest extent permitted by State of Ohio law and decisions there under, shall be responsible for any and all personal injury and property damage, excluding attorneys' fees, attributable to the negligent actions or omissions of the University, its trustees, officers, employees or agents while acting within the scope of their employment, as set forth in Ohio Revised Code Section 2743.02. The Parties hereby agree that nothing in this provision shall be construed or interpreted as a waiver of the sovereign immunity of the University and/or the State of Ohio beyond the waiver provided in Ohio Revised Code Section 2743.02.

### III. ORGANIZATION RESPONSIBILITIES

1. The Organization, at all times, retains sole responsibility for the care of its clients.
2. The Organization reserves the right to determine the number of Students which the Organization will accept for the field experience.
3. The Organization shall designate an MSW/ MSSA, with 2 years post-graduate experience, for supervision of master's degree students; and/or a BSW, 2 year's post graduate experience, for supervision of baccalaureate students. If the Organization does not have an individual to supervise the student with these credentials, the University may approve another individual at the agency to serve as the student's field instructor/task supervisor. The University will provide additional oversight and supervision for the student and has a policy in place that is followed when this is approved. The Organization will notify the University of any change in its personnel, operations, policies and procedures that may have an impact on the field experience.
4. For students that are not employed with the Organization they are completing their field experience at, the Organization shall not use Students in place of Organization employees, and the students shall always be supervised by a qualified member of the Organization staff, as appropriate, during their participation in the field experience.

5. The Organization shall evaluate the performance of each Student assigned to the field experience on a regular basis using the evaluation form developed and provided by the University. The Organization shall advise the University as soon as possible, but at least by midterm, of any serious inability of any assigned Student to progress toward the achievement of the stated objectives of the field experience.

6. The Organization reserves the right to request that the University withdraw a Student from a field experience when the Student's performance is unsatisfactory or the Student's behavior is disruptive or detrimental to the Organization. The University shall promptly honor such a request and the Social Work Supervisor, and the Faculty Liaison shall determine the appropriate course of action pursuant to the rules, regulations, policies and procedures of the Organization and the University. In all cases, the University shall have the sole responsibility for determining the academic status of Students and the University reserves the right to remove a Student from a field experience at any time.

7. The Organization agrees to provide emergency health care services for Students, at the Students' expense, for illness or injury which occurs during the field experience.

8. The Organization understands and agrees that information received from the University concerning Students assigned to the field experience is subject to the Family Educational Rights and Privacy Act (FERPA), and the Organization agrees to use such information for the purposes for which it was disclosed and will not make it available to any third party without obtaining the consent of the Student.

#### IV. STUDENT RESPONSIBILITIES

1. The Parties agree that the Students are responsible for their own transportation to and from the Organization as well as any meals during the field experience.

2. The Parties agree that the Students are required to wear attire that is mutually- agreed to by the Parties.

3. The Parties agree that the Students are required to abide by the rules, regulations, policies and procedures of the Organization and the University. The Parties agree to inform Students of their respective rules, regulations, policies and procedures.

#### V. MISCELLANEOUS

1. The Parties agree to review this Agreement as needed to plan for its continuation, to make changes that the Parties deem advisable, and to discuss any other issues concerning the affiliation.

2. When the student is not employed by the Organization in which they are completing their field experience at, the Parties agree that the Students participating in the field experience are not employees of the Organization, for any purpose and that the Organization is not responsible for any wages or employment benefits of any kind, including but not limited to workers' compensation, social security, or unemployment compensation. Students are permitted to receive employee benefits and be compensated if they are completing field practicum at their place of employment. Students are also permitted to receive payment for non-employment field experiences when agreed upon with the agency.

3. The Parties agree that neither will discriminate in the performance of this Agreement against any individual on the basis of race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, or status as a disabled veteran, veteran of the Vietnam era or other protected veteran status.

4. The terms and conditions of this Agreement may be modified or amended only by written agreement of both Parties.

5. This Agreement is nonexclusive. The Parties reserve the right to enter into similar agreements with other institutions.

6. The Parties may refer to their affiliation as established in this Agreement in their respective catalogues, brochures and other information distributed to the public.

7. This Agreement is not a third-party beneficiary contract and confers no rights on any third party, including but not limited to Student(s) and/or employee(s) of either Party.

8. Any notice required or permitted by the Agreement shall be sent by email or certified U.S. Mail.

Notices to the University shall be addressed to:

Cleveland State University  
School of Social Work  
2121 Euclid Avenue  
Cleveland, Ohio 44115-2214  
Attn: Karmen Torres  
[k.m.torres@csuohio.edu](mailto:k.m.torres@csuohio.edu)

With a copy to:  
Office of General Counsel  
2121 Euclid, Ave (AC327)

Cleveland, OH 44115-2214

Notices to the Organization shall be addressed to:

City of Everett  
Address: 2930 Wetmore Ave Suite 8A  
Attn: Community Development; Kelli J Roark  
Email: [Kroark@everettwa.gov](mailto:Kroark@everettwa.gov)

9. This Agreement sets forth the entire understanding of the Parties hereto and supersedes any and all prior agreements, arrangements and understandings, oral or written, of any nature whatsoever, between the Parties with respect to the subject matter hereof.


IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement, effective the date first written:



CLEVELAND STATE UNIVERSITY

By: *Madalynn Wendland*  
Madalynn T Wendland  
Title: Associate Dean for Curriculum and  
Operations  
Date: 06/11/2026

City of Everett, a Washington Municipal Corporation

By: *[Signature]*  
Cassie Franklin, Mayor  
Title: \_\_\_\_\_  
Date: 06/12/2026

 APPROVED AS TO FORM  
OFFICE OF THE CITY ATTORNEY

Attest:  
  
 Office of the City Clerk











# Cleveland State Affiliate Agreement\_6.9.2026\_SD

Final Audit Report

2026-06-12

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