



John F. Kennedy School of Psychology and Social Sciences at National University Masters of Social Work Site Agreement

This Agreement is effective as of the date of last signature (“Effective Date”) by and between National University, a non-profit, public benefit corporation, which is located at 9388 Lightwave Ave., San Diego, CA 92123 (“University”), and City of Everett, a government entity which is located at 2930 Municipal Building, Everett, WA 98201, USA (“Site”) (hereinafter, each party may be referred to individually as “Party,” and collectively as “Parties”), with reference to the following facts:

Section 1: Definitions

- A. University is an independent institution of higher education accredited by the Western Association of Schools and Colleges Senior College and University Commission (“WSCUC”) and the Council on Social Work Education (“CSWE”), and University is authorized to offer, among other academic programs, a Master of Arts in Social Work program (the “Program”).
- B. Field Placement Site will provide:
 - a. Appropriate Field Experience for social work students that serve social work populations and meet the standards of the program’s social work curriculum; and
 - b. Oversight to ensure that the trainee’s work at the setting meets the experience as defined by the state of practice and is within the scope of the profession
- C. “Students” are those students enrolled in the Program at University and who are also enrolled in a field placement class. Students are required to complete six (6) credits of social work practice per practicum over a twenty-four (24)-week period. (“Professional Training”).
- D. Site operates facilities that are suitable for professional training for Students enrolled in the Program. Both Site and University desire to enter into this Agreement so that Students may be placed with the Site for professional training, under the terms and conditions stated in this Agreement.

Section 2: Responsibilities of University

- A. **Academic Responsibility.** University shall have exclusive control over all academic issues, which shall include, without limitation: selection of course content and required textbooks; delivery of instruction; selection and approval of faculty; admission, registration, and retention of Students; evaluation of Students’ prior education; evaluation of Students’ progress; scheduling courses; awarding academic credit; and conferring degrees.
- B. **University Liaison.** University shall designate a liaison to coordinate with the Site for Students placed with Site.
- C. **Training Oversight.** Students will have an assigned University clinical instructor, who shall be available to Site to discuss Students’ progress at Site.

D. **Confidentiality.** Prior to the assignment of a Student to Site, University will instruct each Student in the confidentiality of all communications with clients and between the clients, their therapists, and Site staff. University shall inform each Student that it is a breach of ethics to divulge to any person not directly connected to the individual client's care the names of persons being treated at Site and the treatment they are receiving.

E. **HIPAA**

- 1) University and Students may receive or acquire from Site "protected health information" ("PHI") as that term is defined under the Health Insurance Portability and Accountability Act of 1996 and implementing regulations, including 45 CFR Sections 160 and 164 (collectively "HIPAA"). University agrees that all PHI acquired as a result of Students' training at Site is confidential and that both University and Students are prohibited from disclosing that information to any person(s) not involved in the care or treatment of the patients, in the instruction of Students, or in the performance of administrative responsibilities at Site. University shall protect the confidentiality of PHI at all times both during and after Students' training at Site.
- 2) At the termination of this Agreement for any reason, University shall advise Student to return to Site or to destroy all written and electronic PHI received or acquired from Site.
- 3) If University becomes aware of the unauthorized use or disclosure of PHI, University shall promptly and fully notify Site of all facts known to it concerning such unauthorized use or disclosure.
- 4) University agrees that if it breaches this provision, Site shall have the right to immediately terminate this Agreement upon written notice of intent to terminate. The terms of this Section 2 shall survive the expiration or termination of this Agreement.

F. **Accreditation.** University shall at all times during the term of this Agreement be qualified to offer the Program to Students.

G. **Purpose of Agreement.** The Agreement is entered into to specify the conditions under which Students will be placed with Site. University does not guarantee that it will place any Students with Site, nor does University guarantee any specific number of Students to be placed with Site.

Section 3: Responsibilities of Site
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A. **Social Work Experience.** Subject to the Site's policies and mission, Site agrees to provide professional training experience for Students so that they are afforded the opportunity to develop professional competence in the Core Competencies as outlined by the Council for Social Work Education. Site will evaluate each Student to determine the Student's prior level of experience, which should be based upon the Student's previous clinical experience and training as well as how many hours of Program instruction the Student has completed. Site will provide relevant experience to each Student. Additionally, the Site agrees to provide the opportunity for Students to be supervised.

- B. **Work Setting, Terms of Employment and Supervised Experience.** Subject to the Site’s policies and mission, Site agrees to provide an acceptable setting for the Students. Site is responsible for adherence to current and applicable regulations in state of operation pertaining to eligibility, terms of employment, and other supervised experience-related practices.

For **Clinical Sites in California**, the Clinical Site agrees to abide by all terms defined in Section 4996.23.2 and/or other relevant sections of the Business and Professions Code.

- C. **Required Document(s).** Subject to the Site’s policies and mission, the Site agrees to sign and submit any required documentation to the University for each and every Student placed at the Site before the Student may begin practicing at the Site.

- D. **Insurance. City represents that it is self-insured.**

- E. **Accreditation.** If applicable, Site shall always during the term of this Agreement be qualified to offer social work training to Student.

- F. **Confidentiality.** University shall ensure that no agent, employee, or representative of Site shall have access to or have the right to review any Student records, except where necessary in the regular course of the field practicum. Subject to the Washington Public Records Act, Site shall ensure that its agents, employees, or representatives maintain the confidentiality of Student and other information received during the term of the clinical training experience. In addition to the confidentiality of client information, Site shall cooperate in good faith with University to assure that the confidentiality of Student records are maintained consistent with the requirements of the Family Educational Rights and Privacy Act of 1994 (“FERPA”) and other applicable laws and statutes. University will not share any student education records subject to FERPA with Site without providing Site with prior written notice that specifically identifies the records.

- G. **Policies.** Site will provide Students with its administrative policies, procedures, and regulations as well as with any explanation and orientation necessary to familiarize Students with them.

- H. **Physical Setting/Infectious Disease.** Site shall provide adequate workspace for Students to conduct confidential, closed-door counseling sessions and to complete required paperwork. Site shall inform and advise Students and any University Faculty regarding the status of infectious diseases at the Site prior to arriving on site as well as provide appropriate personal protective equipment (“PPE”).

- I. **Telehealth Services.** MSW students in Advanced Generalist Practicum I & II, are permitted, with program approval, to provide mental health and related services via telehealth and to receive clinical supervision via videoconferencing as appropriate based on the academic program, site, and state regulations and guidance. MSW students in Generalist Practicum I & II can be considered for delivery of social work services, not including clinical services, through use of technology. As state regulations and guidance continue to change and evolve, Sites are expected to attend and adhere to the latest updates. All therapists (i.e., licensed, associates, and trainees) who deliver mental health services via telehealth must follow all ethical and legal processes as set forth by the applicable professional association(s)’ organizational policies and procedures as well as applicable state laws and regulations. To deliver mental health services via telehealth, the following is required:

- 1) Students will comply with Site policies and procedures regarding the delivery of mental health and related services via telehealth and will practice within the highest level of ethics, personal integrity, clinical insight and competency, and maturity of judgment.

This includes practice within the tenets of legal requirements and professional ethics standards of Social Workers.

- 2) Site will provide Students with training in best practices related to provision of mental health and related services via telehealth as well as access to designated HIPAA-compliant (if appropriate) videoconferencing platforms to provide professional and ethical mental health telehealth services to Site clients. Students will deliver all therapeutic services through the Site's designated platforms to Site's clients.
- 3) Students will maintain confidential clinical records and other documentation in full compliance with all laws and requirements applicable to the delivery of mental health and related services via telehealth.

Section 4: Responsibilities of Supervisors

- A. **Supervision.** Program Supervisors ("Supervisor") shall provide at least one (1) hour of individual direct supervisor contact for each Student for each week of experience claimed. All experience gained by a Student at Site will be monitored by a Supervisor.
- B. **Supervisor Qualification Requirements.** Supervisor(s) must have sufficient experience, training and/or education in supervision to competently supervise students. Supervisors must know and understand the laws and regulations pertaining both to supervision of trainees and interns and to the experience required for licensure as a social worker.
- C. **Supervision Compensation.** Supervisors will not require the Student to pay for clinical supervision as such payment would be in direct violation of University's policies
- D. **Evaluations.** Supervisors will complete periodic evaluations of each Student's performance at the Site, as specified by University. Supervisors agree to notify University promptly when Student is not performing or has abandoned their duties at Site. For all Student performance issues, Supervisors will promptly provide documentation and communicate about specific concerns with the University.
- E. **Supervision.** Face-to-face supervision must be provided by a Supervisor for each week of the clinical training experience. Students may receive supervision via videoconferencing from their Supervisor(s). Supervisors are expected to attend and adhere to the latest updates from applicable regulating bodies.

Section 5: Information Applicable to All Parties

- A. **Term.** This Agreement shall commence on Effective Date and shall remain in full force and effect until either Party chooses to terminate as provided in this Section 5.
- B. **Termination.** Either Party may terminate this Agreement with or without cause upon thirty (30) days prior written notice to the other Party. However, to the extent reasonably possible, Site shall schedule its termination to minimize interference with a Student's training and to allow completion of a Student's training where that Student, as of the date of any notice of termination, was satisfactorily participating in the clinical training. In any case, it is assumed that if there is an

early termination of this Agreement, that such a decision must include consultation with the University's MSW Field Education Director by sending an email to MSWtraining@nu.edu.

- C. **Relationship of the Parties.** Nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, or a joint venture, partnership, or agency relationship between the Parties.
- D. **Publicity.** Neither University nor Site shall cause to be published or disseminated any advertising materials, either printed or electronically transmitted, which identifies the other Party or its facilities with respect to this Agreement, without the prior written consent of the other Party. In addition, neither Party may use the names, logos, or trademarks of the other Party without its' prior written consent.
- E. **Records.** It is understood and agreed that all records, other than Student evaluation records and information, shall remain the property of Site. Student records shall remain the property of University.
- F. **Entire Agreement and Severability.** If a court or arbitrator holds any provision of this Agreement to be illegal, unenforceable, or invalid, the remaining provisions will not be affected. This Agreement contains the entire agreement between the Parties pertaining to the transaction and may not be amended unless in writing, signed by both Parties.
- G. **Assignment.** Neither Party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other Party.
- H. **Notices.** All notices required or permitted by this Agreement shall be deemed to have been duly given if written and mailed by United States registered or certified mail and addressed as follows:

If to Site:

City of Everett
2930 Municipal Building
Everett, WA 98201

If to University:

National University
Attn: John Cicero
Provost & Chief Academic Officer
9388 Lightwave Ave.
San Diego, CA 92123
With copy to:
MFTtraining@nu.edu and legal@nu.edu

- J. **Representations.** Each Party represents that: (a) it will abide by all applicable federal, state, or local statutes or regulations; (b) the individual signing this Agreement has the authority to do so; and (c) it has the ability and authority to perform each of its obligations under this Agreement. These representations will continue after the Agreement terminates.

- K. **Limitation of Liability.** Except for obligations to make payment under this Contract, Liability for Indemnification, Liability for Breach of Confidentiality, or Liability for Infringement or

Misappropriation of Intellectual Property Rights, in no event shall either Party or any of its Representatives be liable under this Contract to the other Party of any Third Party for Consequential, Indirect, Incidental, Special, Exemplary, Punitive, or Enhanced Damages, Lost Profits or Revenues or Diminution in Value arising out of, or relating to, and/or in connection with any Breach of this Contract, regardless of whether such damages were foreseeable, whether or not it was advised of the possibility of such damages and the legal or equitable theory (contract, tort, or otherwise) upon which the claim is based.

L. **Dispute Resolution.** The Parties agree discuss in good faith and resolve any issues informally before utilizing any other legal remedies. If a resolution cannot be reached, Parties agree that any controversy, claim or dispute, whether based on contract, tort or statute under either State or federal law, arising out of or relating in any way to this Agreement or any alleged breach, that the prevailing Party will be entitled to recover reasonable and documented attorney's fees and costs expended or incurred relating to or arising out of the dispute.

M. **Non-Discrimination.** The Parties agree not to discriminate against any person(s) in the performance of this Agreement because of race, color, religion, sex, gender, ancestry, age, national origin, or disability (as defined in The Americans with Disabilities Act of 1990, 42 USC 12101, et seq. and any regulation promulgated thereunder) or any other unlawful basis.

N. **General Provisions.** The Agreement: (a) will be binding and enforceable by the Parties and their respective successors or assigns, but not by any individual or organization not a Party to this Agreement, including, but not limited to, any Student; and (b) may be executed in counterparts and effective with original, electronic, or facsimile signatures.

IN WITNESS WHEREOF, this Agreement has been executed by the Parties hereto as of the Effective Date.

City of Everett

By:



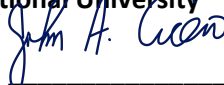
Name: Cassie Franklin

Title: Mayor

Dated: 06/18/2026

National University

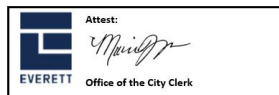
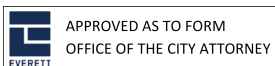
By:



John Cicero

Provost & Chief Academic Officer

Dated: 06/17/2026













National Unversity Affiliation Agreement_6.16.2026_SD

Final Audit Report

2026-06-18

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 Agreement completed.

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