

Jan 2019 - Dec 2020



CAPELLA UNIVERSITY

FIELDWORK TRAINING AFFILIATION AGREEMENT

I. Parties to the Field Training Agreement:

This agreement (the "Agreement"), dated January 1, 2019 is made between:
Capella University ("Capella"), located at 225 South 6th Street, 9th floor, Minneapolis, MN 55402 and the
practicum/intern site (the "Site") named Arlington Public School District
with its primary location of business at 315 N. French Avenue, Arlington, WA 98223

II. Term of the Agreement:

This Agreement shall be effective from January 1, 2019 through December 31, 2020

III. Capella agrees:

1. To assign a Capella faculty or staff member to facilitate communication between Capella, Capella learners, and the Site/Site Supervisor, defined below, during the fieldwork application review and approval process ("Fieldwork Coordinator").
2. To provide the Site Supervisor with Capella's fieldwork orientation materials upon approval. To provide the Site Supervisor with fieldwork program information and evaluation forms required to monitor and assess the performance of a learner.
3. To maintain regular contact during each quarter with the Capella faculty member who provides remote supervision of learners ("Faculty Supervisor").
4. To notify learners that he or she must adhere to the administrative policies, rules, standards, and practices of the Site, as well as all professional ethical standards.
5. To have the Fieldwork Coordinator maintain contact with the Site Supervisor and Faculty Supervisor should any changes be anticipated in relation to this Agreement.

IV. The Site agrees:

1. To provide a Site employee who has the required credentials or licensure, supervision experience and training, time, and commitment to train learners pursuant to this Agreement ("Site Supervisor").
2. To provide a copy of the Site Supervisor's resume or curriculum vitae showing relevant experience in the field and a copy of the Site Supervisor's current and active professional license/credential to Capella.
3. To provide opportunities for learners to engage in a variety of appropriate training activities under supervision of the Site Supervisor to meet Capella's program requirements and sufficient to evaluate a learner's performance in required knowledge and skills areas.

phone 612.659.5100 • toll free 1.888.CAPELLA • fax 612.659.5061 • e-mail info@capella.edu • Web www.capella.edu
225 SOUTH SIXTH STREET • 9TH FLOOR • MINNEAPOLIS, MN 55402

Feb. 19 2019 BRD Mtg ✓ w/ site ✓

Capella Univ Practicum
Affiliation Agreement
2019-2020

4. To provide learner(s) with adequate workspace, telephone, office supplies, and staff to conduct professional activities appropriate to the fieldwork placement. The Site will provide learner(s) with information about all safety and emergency policies and practices at the Site.
5. To provide weekly face-to-face supervisory contact to meet the minimum number of required supervision hours for each quarter.
6. To provide learners with the opportunity to use audio or videotapes of his/her counseling sessions in supervision meetings at the Site during each quarter;. If taping at the Site is prohibited, live supervision of a learner's counseling sessions will be provided during each quarter.
7. To approve a learner's submitted fieldwork hours on a regular basis.
8. To complete and submit written evaluation of learner(s) on the quarterly forms provided to the Site by Capella within the stated deadlines.
9. To respond to the Faculty Supervisor's emails and/or phone calls in a timely manner in order to consult about the learner's progress during the quarter. The Faculty Supervisor will be promptly notified by the Site and/or Site Supervisor when there are any concerns about a learner's performance at the Site.
10. To notify the Faculty Supervisor immediately if there are any changes to a learner's fieldwork, including dates of placement, hours, activities, supervision, etc.

V. Capella will require learners:

1. To notify the Faculty Supervisor if any changes are made to a learner's fieldwork, including dates of placement, hours, activities, and on-site supervision.
2. To follow all relevant policies, procedures, rules, and standards of the Site.
3. To abide by all rules and regulations in the state in which they are completing fieldwork.
4. To be familiar with and uphold the professional ethical guidelines governing all fieldwork activities.
5. To participate fully in the fieldwork course and weekly group supervision meetings throughout each quarter.
6. To submit fieldwork hours for approval on a weekly basis.
7. To complete and submit all required forms and documents correctly during the quarter by the expected deadlines.
8. To notify the Faculty Supervisor and the Site Supervisor about any changes to the Learner's availability at the Site that are different from the work schedule that has been arranged with the Site.
9. To notify the Faculty Supervisor when an absence of more than 5 days has occurred at the Site.
10. To notify the Faculty Supervisor when on-site supervision is not provided during any week of the quarter.

11. To participate in training and other activities offered by the Site which are required for fulfilling practicum/internship duties. To be responsible to obtain additional training and/or education, as deemed necessary by the Site Supervisor and/or Faculty Supervisor in order to conduct activities required at the Site in a successful manner.
12. To carry personal professional liability insurance which may be obtained through student membership in a professional counseling organization at the \$1,000,000 incidental and \$1,000,000 aggregate levels for the full duration of the practicum or internship experience; evidence of current coverage will be submitted by learners. If a higher liability coverage amount is required by the Site, learners will be required provide the Site with evidence of meeting this requirement.
13. To complete all screening procedures, trainings, and checks required by the Site, such as criminal background check, fingerprinting, physical exam, or drug testing.

Site Name and Address **Arlington Public School District**
315 N. French Avenue
Arlington, WA 98223

Printed Name: Chryst Sweeting
Title: Superintendent
Signature: Chryst Sweeting Date: _____

Capella University: Jennifer Hoff Date: 1/25/19

Title: VP and GM
Signature: Jennifer Hoff Date: 1/25/19

APPROVED
By SEI Legal at 11:24 am, Jan 23, 2019