

# Affiliation Agreements – General information for the student (only)

---

The NAU Affiliation Agreements department requests that all correspondence related to Affiliation Agreements be done electronically, via email (no hard copies).

Always use the forms located on the CSD website. Do not save forms to your computer's desktop, as they may have old information.

- CSD recommends securing an externship site 9 months-1 year before the rotation. The CSD deadline for receiving information pertaining to establishing new Affiliation Agreements is now six months prior to the beginning of whichever rotation requires the Affiliation Agreement. Any correspondence received by CSD after that date will be processed but is not guaranteed to be finalized in time for the start of your rotation.
- It's important to remember that multiple individuals have to handle each Affiliation Agreement and multiple departments in the College of Health and Human Services require Affiliation Agreements, not just CSD. Affiliation Agreements will be processed on a first come/first served basis.
- Securing a rotation at a hospital has become extremely competitive. There are many hospitals that interview students one year prior to the rotation.

## **To start the process:**

There is a College of Health and Human Services database that we use to obtain information pertaining to possible sites.

E mail [Cindy.Doyen@nau.edu](mailto:Cindy.Doyen@nau.edu) (Summers-Only students) or [KimFarinella@nau.edu](mailto:KimFarinella@nau.edu) (Full-Time students) if you would like to obtain information about possible sites from the database. You can request the information by state. You will be e mailed the information that you request.

Show preference to sites that say that the Affiliation Agreement:

- is with the College of Health & Human Services (CHHS) or Communication Sciences and Disorders (CSD).
- is "Fully Executed" (current and acknowledged by NAU and the site).
- has an acceptable expiration date.

Be somewhat cautious of sites that say that the Affiliation Agreement is "Active".

Beware of sites that say that the Affiliation Agreement is "Pending".

## **Affiliation Agreements – additional information**

Refer to the document "Affiliation Agreements – additional information" provided to you by your course instructor. Some sites have specific directives regarding this process.

## **(Summers-Only Students) Reduced externship length**

Pre-approval of a reduced externship length is required. Refer to the policy in the SO Orientation PowerPoint for details.

## **Call/visit the site**

Ask for the individual that coordinates rotations for Speech-Language Pathology students at the site. Be prepared to provide the site with the following items, either before an interview or at an interview:

YOU MUST PROVIDE THE POTENTIAL SITE THE FOLLOWING ITEMS!

1. Resume
2. NAU unofficial transcript
3. 608 Guidelines
4. Clinical Competency Evaluation form – the only form required to be completed by the site at mid-session and end-of-session
5. Start and end dates of your rotation
6. Letter of intent – a few sites request this

Make sure that you tell them the correct information about how much time you are required to be at the site.

# Affiliation Agreements – General information for the student (only)

---

- 12 weeks. Monday – Friday. 8 AM – 5 PM. (This totals 540 on-site hours.)
- Sites may vary in their requirements.
- Finalize your start and end dates, with your supervisor, at the time of your interview.
- You log your direct contact hours. (You do not log or keep track of the 540 onsite hours.) Inform the supervisor that you will log all direct contact hours (and this includes evaluation, treatment, and feedback time). It does not include observation.
- Your supervisor signs off on all of the logged direct contact hours, as long as at least 25% of them have been supervised.
- Supervisors will receive the CSD 608 syllabus from the course instructor. This information is discussed in the Syllabus and you will want the syllabus information to match your information.
- You do not have a specific number of hours that you need to acquire at the site.
- Make sure you get enough hours to total, from previous rotations, 375 direct contact hours for ASHA.
- Make sure you get enough hours to meet the requirements of your specific state.

## **Three possible scenarios will occur after being accepted by the site**

1. If we already have a completed and current Affiliation Agreement with the site, all you need to do is complete the “Externship Information” form and the “Registration Checklist for Clinical Experience”. E-mail the two forms to [speech@nau.edu](mailto:speech@nau.edu).
2. If we do not have an Affiliation Agreement with the site, e mail the site the form “Affiliation Agreements - Information needed from the site”. Only they are allowed to complete this form. The site needs to return it to NAU. If, on the form, the site indicates that they will sign an NAU Affiliation Agreement, they e mail that one form to [Cindy.Doyen@nau.edu](mailto:Cindy.Doyen@nau.edu) (Summers-Only students) or [Kim.Farinella@nau.edu](mailto:Kim.Farinella@nau.edu) (Full-Time students). CSD will start the Affiliation Agreement process. Once finalized, you will be notified. Please avoid contacting the CSD department during the legal process as we do not have any information to provide you. Please avoid contacting the site as they do not like to be contacted during the process. When NAU notifies you that the Affiliation Agreement is approved, complete the “Externship Information” form and the “Registration Checklist for Clinical Experience” form. E mail the two forms to [speech@nau.edu](mailto:speech@nau.edu).
3. If we do not have an Affiliation Agreement with the site, e mail the site the form “Affiliation Agreements-Information needed from the site”. Only they are allowed to complete this form. The site needs to return it to NAU. If, on the form, the site indicates that they will not sign an NAU Affiliation Agreement, and want to use their Affiliation Agreement, they will need to send their Affiliation Agreement, electronically. They will e mail the two documents, “Affiliation Agreements-Information needed from site” and the site’s Affiliation Agreement to [Cindy.Doyen@nau.edu](mailto:Cindy.Doyen@nau.edu) (Summers-Only students) or [Kim.Farinell@nau.edu](mailto:Kim.Farinell@nau.edu) (Full-Time students).

E mail them together, not separately. CSD will start the Affiliation Agreement process. Once finalized, you will be notified. Please avoid contacting the CSD department during the legal process as we do not have any information to provide you. Please avoid contacting the site as they do not like to be contacted during the process. When NAU notifies you that the Affiliation Agreement is approved, complete the “Practicum Information” or “Externship Information” form and the “Registration Checklist for Clinical Experience” form. E mail the two forms to [speech@nau.edu](mailto:speech@nau.edu).

## **Indemnification Clauses**

The Arizona Board of Regents will not allow any AZ school to sign an Affiliation Agreement with an “Indemnification Clause” unless it allows altering of the language used. Altering language between the legal offices can take between 6 -12 months. Almost all hospitals have an Indemnification Clause that can be altered by working with our legal department. Do not be discouraged. We are usually successful in altering language with the site.

## **More than one supervisor/More than one site**

It is possible for you to have more than one supervisor at a site. Include all supervisor information on the “Externship Information form”. It is possible for you to have two different sites.

## **Registering for the course**

After the CSD office receives your “Externship Information” form and the “Clinical Experience Registration Checklist” form, they will make it possible for you to register for the course on-line (assuming that NAU has started the registration for that particular

## **Affiliation Agreements – General information for the student (only)**

---

semester/session). All information must be completed on the forms. You are not to start at the site until your registration in the course appears on your transcript

### **Your supervisor**

Prior to the start of your Externship session, NAU will make contact with your site. The site will be emailed a Letter of Appreciation, the Syllabus, and the “Clinical Competency Evaluation”.

### **Syllabus**

Your syllabus will be on Blackboard Learn before the start of the session. All required forms will be on the CSD website.