



NORTHERN ARIZONA UNIVERSITY

Communication Sciences & Disorders

PO Box: 15045
Flagstaff, AZ 86011
www.nau.edu/chhs/csd

Phone: 928-523-2969
Fax: 928-523-0034
email: speech@nau.edu

Affiliation Agreements: Information needed from the site (Only the site may complete this form.)

1. If NAU has sent you this form because your Affiliation Agreement is expiring soon, you need to fill out this form to start the renewal process. Please email it back to Cindy.Doyen@nau.edu (Summers-Only students) or Kim.Farinella@nau.edu (Full-Time students).

OR

2. If you do not have an Affiliation Agreement with NAU, but are accepting our NAU Affiliation Agreement, please complete this form and email the completed form to Cindy.Doyen@nau.edu (Summers-Only students) or Kim.Farinella@nau.edu (Full-Time students).

OR

3. If you do not have an Affiliation Agreement with NAU but want to use your own Affiliation Agreement, please complete this form and email the completed form and your site's Affiliation Agreement to Cindy.Doyen@nau.edu (Summers-Only students) or Kim.Farinella@nau.edu (Full-Time students).

Please contact Cindy.Doyen@nau.edu, 928-523-7393, or Kim.Farinella@nau.edu, 928-523-4699, if you have any questions.

Date:

Student's name (if applicable):

Student's e-mail (if applicable):

Facility name (exactly as it will appear on an Affiliation Agreement):

Facility contact name:

Mailing address:

Telephone:

Fax:

E-mail:

Desired Agreement start date (may be approximate):

Student placement date desired (may be approximate):

We prefer to send you an NAU Affiliation Agreement, which is processed more rapidly.

Will your site accept our NAU Affiliation Agreement? Yes or No.

Does your site require using their own Affiliation Agreement? Yes or No.

If your site requires their own Affiliation Agreement, does it have an Indemnification Clause? Yes or No.

If the clause exists, is there any possibility that the "language" in the Affiliation Agreement may be altered? Yes or No.

(Our legal department is willing to work with your legal department to alter language. This process has been highly successful.)

We prefer to have your site accept students from all of the programs in the College of Health & Human Services.

Will your site accept students from all College of Health & Human Services programs? Yes or No.

Will your site only accept students from the Communication Sciences & Disorders program? Yes or No.

Northern Arizona University sincerely appreciates the opportunity for our students to receive clinical experience at your site.

IF YOU ARE USING YOUR OWN AFFILIATION AGREEMENT, PLEASE INCLUDE THE INFORMATION, ON THE NEXT PAGES, THAT APPEAR IN BLUE, IN YOUR AFFILIATION AGREEMENT!



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REQUIREMENT	DESCRIPTION	Completed By (initials)
Contract, Exhibits and Appendices	The Agreement and all documents incorporated by reference in the Agreement, including exhibits and appendices, are attached ; and 2) All such documents have been read and agreed to in their entirety by originating department and any faculty and staff members who have obligation under this contract.	
Contracting Party	NAU's proper name is listed as the " Arizona Board of Regents for and on behalf of Northern Arizona University. " (The name of the department or school may be added after ABOR and NAU).	
Name, Address, Contact Person	The full name, address, legal status (i.e., corporation, partnership, etc.) and contact person of the other party are included.	
Understanding	Written Agreement matches the verbal understanding of all parties. All terms and conditions conform with the final negotiations/agreement of the parties.	
Conflicts with Existing Contracts and Compliance	This Agreement does not conflict with any other contracts, promises, or obligations of the University. The requesting department verifies the University can comply with all terms and conditions.	
Other Necessary Agreements	All other necessary agreements or waivers referred to in the Agreement have been or will be obtained.	
Indemnification	NAU may not indemnify, hold harmless, be liable to, or reimburse any other party to the agreement for claims, lawsuits, damages, or losses incurred by that party in connection with the Agreement. If an indemnification clause is included in the agreement, it must be removed. THE NAU LEGAL DEPARTMENT IS ACTUALLY WILLING TO WORK WITH YOU TO ALTER THE LANGUAGE SO THAT IT IS ACCEPTABLE TO BOTH PARTIES!	
Term of Contract	Start and end dates of the Agreement are included. Any renewals are included.	
Warranties/Guarantees	Warranties or guarantees give satisfactory protection.	
Insurance	Risk manager has or will approve insurance clauses.	
Governing Law	The contract is governed under the laws of the State of Arizona, or the department is prepared to pay additional legal fees in case of dispute.	



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Confidentiality Agreements	All nondisclosure clauses include exceptions regarding disclosure as required by law or by a court of law. If not applicable indicate "n/a."	
Printed/Typed Names	Names of all persons signing the Agreement are printed or typed below signature. Liz Grobsmith, Provost, is the signing authority for NAU.	
Mandatory Arizona Clauses	See below for text of required "state agency" provisions.	

ARIZONA STATE AGENCY PROVISIONS

1. Nondiscrimination. The parties agree to comply with all applicable state and federal laws, rules, regulations, and executive orders governing equal employment opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act, and affirmative action.

2. Conflict of Interest. This agreement is subject to Section 38-511, Arizona Revised Statutes. This Agreement may be canceled if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of University is an employee, consultant, or agent of any other party to this Agreement.

3. Arbitration. Notice is provided of Sections 12-1518 and 12-133, Arizona Revised Statutes.

4. Dispute Resolution. If a dispute arises under this Agreement, the parties agree to exhaust all applicable administrative remedies provided for under Arizona Board of Regents Policy 3-809.

5. Contractor's Records. To the extent required by section 35-214, Arizona Revised Statutes, Contractor agrees to retain all records relating to this Agreement. Contractor agrees to make those records available at all reasonable times for inspection and audit by University or the Auditor General of the State of Arizona during the term of this Agreement and for a period of five (5) years after the completion of this Agreement. The records shall be provided at Northern Arizona University, Flagstaff, Arizona, or another location designated by University upon reasonable notice to the contractor.



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OFFICE OF LEGAL AFFAIRS REVIEW

I have reviewed this contract entirely and it: (a) does not contain legally prohibited provisions; (b) includes all legally required provisions; and (c) is not otherwise objectionable on legal, as opposed to administrative, grounds, except as noted herein:

Nam

Signature

Date

Office of Legal Affairs | Babbitt Administration Center, Room 100G | Box 4116 | Flagstaff, AZ
86011-
4116 | Phone (928) 523-6517 | Fax (928) 523-0640