

**AFFILIATION AGREEMENT FOR
EDUCATION CAPSTONE/PRACTICUM/INTERNSHIP
between
Robert Morris University
and
Dover Area School District**

THIS AGREEMENT, is made this 20 day July, 2026 between Robert Morris University, (hereinafter referred to as “University”), and Dover Area School District (hereinafter after referred to as “Site”) (collectively referred to as “Parties”). The Parties intend to be legally bound to the following terms.

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

- a. Selection of Students.* The University shall be responsible for the selection of qualified students to participate in the practicum or internship. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the Site.
- b. Education of Students.* The University shall assume full responsibility for the classroom education of its students. The University shall be responsible for the administration of the program, the curriculum content, and the requirements of matriculation, grading, and graduation.
- c. Advising Students of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of the Site, and the University shall review applicable policies and procedures with each student prior to commencement of the assignment.
- d. Designation of Representative.* Each student is assigned an RMU Faculty supervisor who is responsible for overseeing the student’s academic components and is the point of contact for questions and concerns. This supervisor and/or the Field Placement & Certification Specialist may serve as a liaison between the Parties who is available to speak with representatives of the Site in order to discuss, plan and evaluate the experience of the student(s).
- e. Professional Liability Insurance.* Students shall be responsible for procuring professional liability insurance at their own expense. This policy must remain in full force and effect for the duration of the practicum or internship experience. Students will also be responsible for providing written proof of professional liability insurance to the University prior to the beginning of the capstone, practicum, or internship. The student will provide proof of professional liability insurance to the Site upon its request.
- f. Background Clearances.* Students must have Pennsylvania Act 34, 151, and 114 clearances prior to participating in any program set forth in this Agreement. Upon

request, the University shall provide Site verification of Act 34, 151, and 114 clearances or documents evidencing such clearances.

II. DUTIES AND RESPONSIBILITIES OF SITE

- a. *Establishment of Practicum and Internship.* The Site authorizes the use of its facilities as may be agreed upon by the Site and the University.
- b. *Policies of Site.* The Site will provide the University all the applicable policies, codes and other relevant information at least four (4) weeks in advance of the student's participation, whenever possible.
- c. *Administration and Safety.* The Site will have sole authority and control over all aspects of student participation at the Site. The Site will be responsible for and retain control over the organization and operation of its programs and shall have ultimate responsibility for client care, as applicable. The Site shall promptly report to the University any and all injuries to University's students that occur at the Site.
- d. *Removal of Noncompliant Student.* The Site shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the Site shall immediately notify the faculty supervisor or the University's Dean of the College of Health and Human Sciences.
- e. *Supervision of Students.* The Site shall provide, as applicable, a practicum/internship site supervisor ("Site Supervisor") who will supervise student activities during their practicum/internship. Participation as a site supervisor involves developing a mentoring relationship with the student, providing weekly supervision, sharing institutional knowledge and advice, being available to the student for questions and feedback, and completing evaluation(s) of the student's skills and performance.
- f. *Reporting of Student Progress.* The Site and Site Supervisor shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Site.
- g. *Student Records.* The Site shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.
- h. *Indemnification.* The Site shall indemnify and hold harmless University including, without limitation, its students, faculty, agents, Trustees, directors, officers, employees, invitees, or guests, and any University contractors, from and against all claims, losses, costs, damages, and expenses (including, without limitation, attorneys' fees) relating to any loss, injury or death of any person or any damage to real or personal property whether the above result from or arise in connection with (i) any breach by Site, its agents, directors, officers, employees or any provision of this Agreement; (ii) Site's supervision and/or control over University's students under

this Agreement, or (iii) any negligent act or omission by Site agents, directors, officers, or employees. This section shall not apply to any loss or action resulting from or arising out of the negligence or willful misconduct to the extent caused by the University or its students, faculty, agents, Trustees, directors, officers, employees, invitees or guests.

III. MUTUAL TERMS AND CONDITIONS

- a. *Number of Participating Students.* The Parties will mutually agree upon the number of students that shall be assigned to the Site for the practicum experience.
- b. *Term of Agreement.* The term of this Agreement shall be five (5) year(s) from the date of execution. Thereafter, the parties may mutually agree to extend this Agreement for an additional five (5) year period.
- c. *Termination of Agreement.* The University or the Site may terminate this Agreement for any reason with ninety (90) days written notice. However, should the Site terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience at the Site until the Site experience have been concluded absent the termination.
- d. *Nondiscrimination.* The Parties agree to continue their respective policies of nondiscrimination and shall not discriminate based on sex, age, race, color, creed, national origin, disability, sexual orientation or any other protected classification under applicable local, state or federal law.
- e. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- f. *Modification of Agreement.* This Agreement may only be modified if reduced to writing and signed by both Parties.
- g. *Relationship of Parties.* The relationship between the Parties to this Agreement to each other is that of independent contractors. The relationship of the Parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
- h. *Liability.* Neither of the Parties shall assume any liabilities to each other. As to liability to each other or death to persons or damages to property, the Parties do not waive any defenses as a result of entering into this contract.
- i. *Notices.* Any notice required or permitted to be given under this Agreement shall be in writing and shall be sent by regular or first-class mail, or in such other manner as the Parties agree, to the following:

Dover Area School District
101 Edgeway Road
Dover, PA 17315

Robert Morris University
6001 University Boulevard
Moon Township, PA 15108

Attn: Dr. Timothy Mitzel
Interim Superintendent,
Dover Area School District

Attn: Nadine Englert, Dean
College of Health and Human Sciences
(412) 397-6805
englert@rmu.edu

j. Entire Agreement. This Agreement represents the entire understanding between the Parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHEREOF, the authorized representatives of the Parties have executed this Agreement as of the date previously indicated.

Robert Morris University

By:

By:

Name:

Name:

Title:

Title: