

AFFILIATION AGREEMENT
For
California State University, San Bernardino (CSUSB)
College of Natural Sciences
Department of Health Science and Human Ecology
Master of Science in Health Services Administration (MSHSA)
And
ORGANIZATION NAME

CSUSB and the organization named above, hereinafter referred to as affiliation site, agree to establish an affiliation for the purpose of providing a Residency in health services administration for identified student(s) seeking a Master of Science Degree in Health Services Administration.

The University and Affiliation Site jointly agree that:

1. The purpose of the Residency is to provide opportunities for teaching and learning activities that will enable students to meet stated objectives.
2. There shall be open channels of communication between CSUSB and the Affiliation site relative to the Residency through the graduate coordinator.
3. The student will adhere to working hours and procedures of the affiliation site.
4. CSUSB is responsible for selecting and assigning students to the Residency. However, the affiliation site can interview and choose to accept or decline any student seeking a Residency assignment.
5. This agreement shall remain in effect until either CSUSB or the affiliation site initiates termination.
6. Any of the parties may withdraw from this affiliation by giving thirty days' notice in writing to the other parties.
7. This agreement does not require a monetary reimbursement to any party. However, it does not rule out such payment if both parties and the student agree on the terms and conditions.
8. No CSUSB faculty member shall be considered employees or agents of the affiliation site, unless specified in an additional agreement.
9. Students will adhere to a professional code of ethics while working at the affiliation site.

The University agrees to:

1. Assign a faculty member to serve as graduate coordinator. The graduate coordinator serves as the liaison for CSUSB and the affiliation site.
2. Select students who shall be placed at the affiliation site, subject to the approval of the site.
3. Provide information, upon request, regarding the background, experience, and educational needs of each student to the site prior to the students' placement. These will be in the form of a student resume and objectives.
4. Restrict the activities of its graduate coordinator from performing any service of the site except in the course of performance of instruction, unless otherwise contracted.
5. Carry final responsibility for the administration of the Residency.
6. Respect the mission of the site and both parties expect and require students to accept site clientele, staff, and administrators, regardless of race, ethnic origin, sex, age, religion or political belief.
7. Withdraw, upon written request, any student whose performance is unsatisfactory or whose conduct is unacceptable to the affiliation site.
8. To the extent that CSUSB personnel have access to the Residency site's Protected Health Information as that term is defined in the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and as they are amended from time to time, CSUSB and the Residency site agree that such personnel will be considered part of the Residency site "workforce" for HIPAA compliance purposes only. As such, personnel are subject to compliance with all of the Residency site's privacy policies adopted pursuant to the Regulations. Both parties agree that neither CSUSB nor its personnel are Business Associates of the Residency site as that term is defined under HIPAA and the related HIPAA Regulations. CSUSB personnel shall not disclose any of the Residency site's Protected Health Information to School or its faculty employees,

agents, or representatives. CSUSB will never access or request to access any of the Residency site's Protected Health Information under this Agreement.

The Affiliation Site agrees to:

1. Accept students for the Residency in the site with the provision that the students may participate in overall site programs and activities as appropriate.
2. Accept students without regard to race, ethnic, origin, sex, age, or religious or political belief.
3. Provide appropriate instruction by a qualified site representative, known as the "preceptor".
4. Allow the preceptor time to prepare for conferences with students; to maintain conferences with students and the consult with the graduate coordinator.
5. Provide suitable space, equipment and materials for the intern.
6. Inform the University of changes in site policy, procedures and staffing that affect Residency courses.
7. Withdrawal of the student by the University when the placement fails to be in the best interest of the student, site or University.
8. Provide reimbursement, where possible, for student travel, equipment and supplies expended on behalf of the affiliation site.

In order to clarify the joint and separate responsibilities for the faithful performance of the terms of this Agreement, the parties hereto, in their capacity as stated, affix their signatures and declare their intentions effective the date signed.

AFFILIATION SITE _____ and
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Residency Preceptor

Date

Graduate Coordinator

Date