

Procedures for Submitting Affiliation Agreements for Internships

Non-Clinical Agreement

1. The Non-Clinical Affiliation Agreement is a fillable PDF document that can be emailed to you for your use or you may obtain it from the Career Development Center's shared drive.
2. The Non-Clinical Affiliation Agreement is also available as a Word document on the Career Development Center's shared drive. You can fill in any blank spaces that would be a constant for your department and save for future use.
3. Each time you use either of these templates, the internship coordinator should be sure the form is complete before presenting it to the proposed affiliate for their review and approval. This includes filling in all blank spaces and attaching Exhibit A, the course syllabus.
4. On the last page, the signatures and email addresses that must be obtained are the affiliate's representative and the department chair (or his/her designee). Finally, the comptroller signs, and the certificate of insurance is requested.

Clinical Agreement

1. The Clinical Affiliation Agreement consists of the AAMC Universal Agreement and Implementation Letter. The agreement itself cannot be changed.
2. A course syllabus is no longer part of the agreement. Exhibit A entitled "Teacher-Learner Expectations" is included as part of the uniform agreement.
3. On the implementation letter, the signatures and email addresses that must be obtained are the affiliate's representative and the department chair (or his/her designee). Finally, the comptroller signs, and the certificate of insurance is requested.

For Both Agreements

1. The Affiliation Agreement is a legal document for the college, developed by SUNY Counsel's Office and utilized statewide. Therefore, do not offer to make changes to either the non-clinical affiliation agreement or the clinical agreement implementation letter. The AAMC Universal Agreement itself cannot be changed. Should a potential affiliate ask for any revisions, please contact Carol Stadelmaier. A version of the document will be provided to you in Word to allow red-line changes. Requested revisions will be submitted for the review and approval of SUNY Counsel's Office, and Carol will facilitate this process.
2. Since the affiliation agreement is a legal document for the college, do not give students the responsibility of obtaining the signature from the affiliate.
3. Once the Comptroller's Office receives the completed, signed agreement, a request will be sent to SUNY Administration for a Certificate of Insurance (COI), naming the affiliated site as an additional insured.

4. For the non-clinical agreement, if the proposed affiliate will have multiple locations where the students may or will be doing their internships, please include a complete list with location name(s) and addresses. The COI will include this information so that all locations are covered. Alternately, instead of listing all of the sites, the certificate can have “and affiliated sites” added after the company name, which would eliminate the need to revise the certificates should there be any additions or deletions of site locations. For the clinical agreement, the additional location information can be added to the implementation letter in the paragraph “Modifications or Exceptions.”
5. After the COI is received, the Comptroller’s Office will either send the internship coordinator two photocopies of both the fully-executed agreement and the COI. One copy is for the department’s records and the other is to be sent to the affiliate for their records. While working remotely, the documents will be sent to the internship coordinator via email. The original will remain on file in the Comptroller’s Office.
6. All new affiliation agreements completed after August 1, 2017 will expire after five years. The Comptroller’s Office will notify the internship coordinator in advance of the expiration so that a new agreement can be implemented.
7. If you have any questions about the procedure, you may contact the Comptroller’s Office at extension 4312. While working remotely, please email all documents to stadelca@buffalostate.edu.