

Internship Agency Affiliation Agreement Requirements for HSS Interns

The Healthcare Services and Sciences (HSS) Program requires that all students complete an internship or capstone project prior to graduation. Internship training experiences are usually attained with the cooperation of an outside agency that agrees to participate in a joint effort with the HSS department.

Affiliation Agreements (AA) are a vital part of the success of such collaborative efforts and are required to be in place **prior** to a student starting an internship. Students may accept an offered internship with the understanding that the AA must be completed prior to starting internship hours. The AA outlines the responsibilities and liabilities of both parties for the purpose of a student's field placement. Affiliation Agreements are required for every internship site EXCEPT those completed within Western Michigan University and those organizations directly affiliated with WMU (e.g. United Clinics, AHEC, etc.)

Student Intern Role in the AA Process:

The AA process can begin only when you have a confirmed internship placement. It is essential that you start searching for, and secure, a site well in advance of your internship semester. Completing a new AA can be a lengthy process.

1. Once you have identified a potential site you will need to contact the GA/Coordinator to determine if an AA is already in place. Many main campus area internship sites already have an AA in place. If you require a placement outside of SW Michigan, it is less likely that we have an existing AA with the internship organization.
2. When meeting with potential internship sites, you will need to inform them that we require an AA and determine who the GA/Coordinator will need to contact to begin the AA process. The agency contact person must have the legal authority to sign a legal contract.
3. Once your internship is confirmed, provide the GA/Coordinator with the agency contact information, phone number, and email address. The GA/Coordinator will contact you if any additional information is needed to complete the AA.

Agencies may contact either the HSS Graduate Assistant (ihsga1@wmich.edu) or the Field Placement Coordinator (Dr. Kathy Lewis Ginebaugh: kathy.lewis@wmich.edu) with any additional questions or concerns about the affiliation agreement process.