Internship Agency Affiliation Agreement Requirements
for Prospective IHS Interns

At Western Michigan University’s (WMU) College of Health and Human Services (CHHS), many of our Departments require or encourage students to have clinical or field training as part of the curriculum necessary to graduate. The Interdisciplinary Health Services Department requires all students to complete an internship or capstone project prior to graduation. Internship training experiences are usually attained with the cooperation of an outside Host Agency (HA) that agrees to participate in a joint effort with the IHS Department.

An Affiliation Agreement (AA) is a vital part of the success of such collaborative efforts and is generally required to be in place prior to any student starting an Agency’s internship program. Students may still be offered an internship and accept it with the understanding that the only thing pending is the AA.

The Agreement itself outlines the responsibilities and liabilities of both parties for the purpose of a student’s field placement at the Agency. You may review Expectations on the WMU IHS internship page or in the IHS Student Handbook.

Student Intern Role in the AA Process

Starting Fall semester 2018, AA’s will be 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..

Generally, the AA status for a potential internship Agency falls into four categories:

1. WMU’s CCHS & IHS have an agreement already in place with the HA (mostly larger organizations (Bronson, Borgess, etc.) and nothing further needs to be done in order for a student to complete an internship at that Agency.
2. IHS may have placed students in the past with an Agency and the AA is under review which may or may not be complete prior to Fall 2018.
3. IHS may have placed students in the past with an Agency but never had an AA so a new agreement needs to be processed and implemented.
4. The Agency a Student is considering internship with has never been a part of the IHS internship program and would require a new agreement to be processed and implemented.

As a prospective intern, there are several things it is important to be aware of and steps you will need to take:
• It is essential that you start searching for a site well in advance of your semester of placement because if your proposed site falls within categories 2-4, it could take two – three months to complete the AA process necessary to do your internship at that site.

• Once you have identified a potential site (either on your own or at your internship placement meeting with the IHS Internship GA or Coordinator), you will need to contact the GA/Coordinator to determine if an AA is already in place.

• If it is not, when you make contact with the potential HA for your interview, you will need to inform them that we require an AA and determine who in the Agency the IHS GA/Coordinator will need to contact to begin the AA process. This could be anyone from a HA’s Education/Volunteer Department, to its Legal Department, to the Agency owner or your own Site Supervisor if it is a smaller agency. Regardless, the person must have the legal authority to sign a binding legal contract for the Agency.

• The person with whom you interview may also feel free to contact either the IHS Graduate Assistant (ihs-ga1@wmich.edu) or the Field Placement Coordinator (Dr. Kathy Lewis Ginebaugh: kathy.lewis@wmich.edu) if they have additional questions/concerns about the process.

• The process can begin only when you have a confirmed internship placement so persistency in making contact and scheduling an interview etc. is essential.

• Once your internship is confirmed, you have provided the GA/Coordinator with the appropriate HA contact information (agency name, AA contact, phone number and email), and the AA process is started, the GA/Coordinator will contact you if any additional information is needed as well as when the AA is in place and your internship is confirmed by both the HA and IHS.