

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Affiliation Agreements**

DATE: **March 1, 1993**

NUMBER: **4.64**

REVISION(S): **12/19/94, 03/30/10**

Purpose

An affiliation agreement is a written document stating the responsibilities and privileges of both parties, which is used for students in off-campus educational experiences.

Policy

Agreements should state the responsibilities and privileges of both parties. Affiliation agreements should be obtained for internships, externships, practicums, co-ops, clinical experiences, or other types of off-campus educational experiences required of students in the course of fulfilling their educational objectives. Observational experiences do not require written agreements, but are recommended.

Procedures

1. The official signatory for the College will be the President. Signatures of the Division Chair and the Vice President of Instruction may be included.
2. All pertinent records for affiliation agreements will be maintained by the Division Chair for review on demand by the Vice President of Instruction.
3. All written affiliation agreements will be reviewed on an annual basis, and updated at least every two years.

AUTHENTICATION (Signature):

COPP

President

03/30/10
(Date)

4.64