

AFFILIATION AGREEMENT

This Affiliation Agreement (the "Agreement") is entered on this _____ day of _____, 2025 (the "Effective Date") by and between the Florida Atlantic University Board of Trustees, on behalf of its Phyllis and Harvey Sandler School of Social Work (the "University"), with a location at 777 Glades Road, Boca Raton, FL 33431, and the City of Delray Beach (the "Agency"), with a location at 100 NW 1st Ave, Delray Beach, FL 33444 (each a "Party" and collectively the "Parties").

WHEREAS, the University offers an academic program designed to prepare students for professional practice in the field of social work through classroom instruction and supervised field experience

WHEREAS, the University desires to establish an affiliation with the Agency to provide field education experiences for an approved University Student seeking a degree from the Phyllis and Harvey Sandler School of Social Work ("Student"), utilizing the facilities of the Agency;

WHEREAS, Student is currently employed in her private capacity by the Agency ("Student's Private Employment"); and

WHEREAS, the Agency agrees to cooperate with the University in providing supervised field education experiences and to make its facilities and resources available for that purpose, consistent with its policies and capacity.

NOW, THEREFORE in consideration of these promises and the mutual understandings hereinafter stated, it is hereby understood and agreed as follows:

A. The University and the Agency jointly agree:

1. As of the Effective Date, the Agency will provide supervision and access to its facilities for a social work learning experience for an approved University Student enrolled in and/or seeking a degree from the Phyllis and Harvey Sandler School of Social Work at the University.
2. The term of this Agreement shall be for the 2025/2026 academic year. This Agreement may be terminated by either Party upon thirty (30) days prior written notice by the other Party. Notwithstanding the foregoing, however, a Student currently participating or scheduled to participate in a social work learning experience at Agency's facilities at the time of termination shall be given the opportunity to finish the social work learning experience.
3. The Agency and University will cooperate in the placement the Student, each sharing responsibility for the final selection of Student. The Agency has no obligation to work with a Student who is initially considered to be, or are later found to be, unsuited to the Agency program.
4. This Agreement shall be governed by the laws of Florida. Any proceeding between the parties, which arises out of or is related to this Agreement, shall be maintained

in the appropriate State or Federal court situated in Palm Beach County, Florida. By entering into this Agreement, the parties expressly waive any right either party may have to a trial by jury of any civil litigation or any claim related to the interpretation or enforcement of this Agreement, and each party shall be responsible for its own attorney's fees. No Party to this Agreement shall, in connection with any aspect of its performance, discriminate against any person based on a legally protected class, including race, color, religion, age, disability, sex, national origin, marital status, veteran status or any other basis protected by law.

5. Whenever any notice, demand or consent is required or permitted under this Agreement, such notice, demand or consent shall be given in writing and be delivered in person or mailed to the following address:

AGENCY:

City of Delray Beach
100 N.W. 1st Avenue
Delray Beach, FL 33444
Attn: City Manager

UNIVERSITY:

Florida Atlantic University
Phyllis & Harvey Sandler School of Social Work
777 Glades Road, Fleming West, Rm. 122
Boca Raton, FL 33431
Attn: Dr. Precious Skinner-Osei

6. The Agency will not be responsible for the professional liability insurance for the Student. In the event the Student's Private Employment terminates during the term of the Agreement, the Agency must notify the University in writing and obtain approval from the University prior to allowing the Student to continue engaging in the social work learning experience under this Agreement. Should the Student continue as a non-employee, the Agency will require the Student to execute a Hold Harmless Agreement and obtain professional liability insurance, with minimum limits of \$1,000,000/\$3,000,000, applying to professional acts and services required by this Agreement.

B. Responsibilities of the Phyllis and Harvey Sandler School of Social Work:

1. The University shall provide a Field Faculty liaison to the Agency, who shall coordinate Student and Agency placements and activities.
2. The University will confer with the Agency prior to the placement of any Student in order to establish or to review the purpose, provisions and responsibilities involved in the field education.

3. The University is responsible for monitoring the learning experiences of the Student.
4. When circumstances beyond the control of the University or Agency indicate the Student must be replaced, or if the Agency is unable to meet the conditions of the agreement, the University may withdraw the Student from the Agency. This action would be taken only in consultation with the Agency Field Instructor and other Agency personnel involved in the placement program.
5. The University provides Field Instructor's training and group meetings during the year for Agency Field Instructors. These programs are planned to promote understanding of curriculum of the Phyllis and Harvey Sandler School of Social Work, encourage communication and interaction between practice and social work education and develop competence in field instruction.
6. Pursuant to Florida Board of Governor's Regulation 7.008(4)(c), the University provides Intern Participation Certificates for the primary agency Field Instructors approved by the University and designated to provide social work supervision for Students placed with the Agency. Each designated field instructor may accrue up to six (6) credits for supervision of a Student completing a minimum of three hundred (300) hours of field placement with the agency.

C. Responsibilities of the Agency:

1. The Agency designates one primary Field Instructor for the Student. The field instructor must have two years of experience and either a Bachelor of Social Work for Bachelor level students or a Master of Social Work for Master level students. It is the responsibility of the Agency to verify that the assigned primary field instructor has the appropriate level social work degree. The specific roles and requirements for Agency Field Instructors and task supervisors are found in the University Phyllis and Harvey Sandler School of Social Work Field Education Manual.
2. If there are multiple supervisors, the primary Field Instructor coordinates the total learning experience, including the Educational Learning Plan, and is responsible for completing the midterm progress report and final evaluation report. Task supervisors should be used only after consultation with the Coordinator of Field Education.
3. The Agency provides time for the Field Instructor to hold an individual supervisory session with the Student for at least one hour per week. Time is provided for group conferences with the Student as needed during the school year and for teaching preparation in advance of the conferences. Group supervision does not substitute for the mandatory weekly one-hour individual supervision.
4. The Agency provides time for the Field Instructor to attend the mandatory Field Instructor's training and meetings of field instructors during the school year. All new field instructors will be permitted to attend the 12-hour Field Instructor's training prior

to accepting their first Student.

5. The Agency provides office supplies, telephones and arrangements that enable the Student to function effectively, as well as adequate provisions for safeguarding confidential material such as case material and Student records.
6. The Agency provides learning experiences, including orientation to the Agency and case assignments.
7. The Agency will provide the Student with opportunities to have social work activities assigned at the micro (individual), mezzo (family and/or groups), and macro (community, administrative) levels. All activities and documentation assigned to Students will be appropriate social work tasks according to the level of the Student.
8. The Agency communicates immediately with the Field Faculty any concern regarding the Student's learning or professional behavior. If the Field Faculty cannot mediate any concerns, a Student review will be held. The field instructor will participate in the review and provide written feedback of any concerns about the Student's performance.
9. The Field Instructor is responsible for prompt submission of the mid-term progress report and the final field evaluation in proper form and content which adequately describes the Student's field learning.
10. The Agency will consult with the University immediately if specific circumstances arise that requires the Agency to ask that the Student be withdrawn from the placement during the semester.
11. The determination of the number of approved students and the level of students (i.e., BSW, MSW Foundation or MSW Concentration/Advanced Standing) to be assigned to the placement shall be negotiated between the Agency and the Phyllis and Harvey Sandler School of Social Work. The Agency has the final decision on the number of students it can accommodate. The Phyllis and Harvey Sandler School of Social Work has the final decision on the level of students it places at an agency.
12. The Agency shall inform the Student of any requirements for background screening, drug testing, health screenings, or other requirements. The Agency will assist the Student in either obtaining these requirements or informing the Student where he/she can obtain such screening/testing and monitor Student compliance.
13. The Agency shall provide emergency treatment to Student to the same extent the Agency provides such treatment to its employees. However, the Agency is not responsible for any costs of medical treatment, care or the provision of any worker's compensation benefits for Student volunteers
14. The Agency shall retain ultimate control and responsibility for client care.

D. Responsibilities of the Student: The University shall inform the Student that:

1. The Student is required to follow Agency and University policies, procedures, programs and operating standards.
2. The Student is responsible for completing all required documentation and assignments required by the Phyllis and Harvey Sandler School of Social Work and the Field Instructor.
3. The Student is responsible for preparing for and participating in regular supervisory and evaluation conferences.
4. The Student has the responsibility to act professionally and ethically, to maintain confidentiality, and to elevate service to others above self-interest.
5. The Student is responsible for his/her own health insurance. If the Agency has health requirements, the Student is responsible for meeting these Agency requirements.

E. Responsibility and Liability

The Parties to this Agreement are governmental entities per the provisions of Section 768.28, Florida Statutes, and thus, each Party agrees to be liable for its own acts of negligence or omissions, subject to the limitations set forth in Section 768.28, Florida Statutes. Nothing herein shall be construed as consent by either Party to be sued by third parties in any matter relating to this Agreement. Nothing herein is intended to serve as a waiver of sovereign immunity of any rights or limits to liability under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement.

[Remainder of Page Intentionally Left Blank]

IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to sign this Agreement as of the dates set forth below.

ATTEST:

CITY OF DELRAY BEACH

BY: _____
Alexis Givings, City Clerk Date

BY: _____
Thomas F. Camey, Jr., Mayor Date

Approved as to form and legal sufficiency:

BY: _____
Lynn Gelin, City Attorney Date

**FLORIDA ATLANTIC UNIVERSITY
BOARD OF TRUSTEES**

BY: Russ Ivy 11/13/2025
Russ Ivy, Ph.D. Date
Interim Provost & VP Academic Affairs

**PHYLLIS & HARVEY SANDLER
SCHOOL OF SOCIAL WORK**

BY: Precious Skinner-Osei 11/13/2025
Precious Skinner-Osei, Ph.D. Date

BY: Atensia Earp Brown 11/13/2025
Atensia Earp Brown, LCSW-QS
Coordinator of Field Education