

### **UNT Dallas Affiliation Agreement Process**

**Purpose:** the purpose of the affiliation agreement is to have a legally binding understanding of the roles and responsibilities between the entities that recruit and supervise UNT Dallas students, and the University to ensure that our students are empowered to transform lives and strengthen communities.

### **Instructions**

1. Every faculty member who collaborates with an entity for internship/service placement for their students will need to have that entity review and sign an affiliation agreement.
2. Faculty should encourage students to reach out the [Experiential Learning Office](#) to request that an organization completes an affiliation agreement for their placement. To facilitate this process, we will need the organization name, contact name, email and phone number. If an organization already has a current affiliation agreement on file, a copy of that agreement will be sent to that student for confirmation.
3. Once we receive the completed affiliation agreement from an organization, it is forwarded to the Provost for signature.
4. Affiliation agreements are stored in the shared drive – Experiential Learning: Affiliation Agreements
5. An organized list of community partners is created every two weeks and can be requested at any time by contacting the [Experiential Learning Office](#). This list is stored in the shared drive – Experiential Learning: Affiliation Agreements: List of Community Partners for Students.

### **Additional Information about the Affiliation Agreement**

1. The affiliation agreement was designed by the University Strategic Planning Committee on Experiential Learning and the Office of General Counsel (OGC), and approved by the Provost.
2. The affiliation agreement is good for two years and any number of students once signed by both parties. When the agreement expires, community partners will be contacted to renew.
3. For companies and organizations that do not agree to sign, or have edits to the UNTD Affiliation Agreement, or have an agreement or MOU of their own they want to use, their version will be sent to OFC for review, negotiation, and approval of the contract.