



AFFILIATION AGREEMENT

This agreement is entered into between Lower Columbia College ("College"), located at 1600 Maple Street, Longview, Washington, and ("Training Site"), Cowlitz County Auditor's Office, located at 207 N 4th Avenue, Longview WA 98632. This agreement describes terms and conditions by which students from the College gain Cooperative Education/Individualized Certificate Program cooperative work experience/internship at Cowlitz County Auditor's Office.

I. GENERAL PROVISIONS

A. College and Training Site will complete the College's "Learning Agreement" form prior to the start of the cooperative work experience/internship.

II. COLLEGE RESPONSIBILITIES

- A. Assign to the Training Site only those students who have satisfactorily completed prerequisite courses.
- B. Provide relevant educational background information about each student as requested.
- C. Assign a faculty liaison or college program representative to coordinate with the Training Site supervisor.
- D. Participate in the evaluation of the student's work.

III. TRAINING SITE RESPONSIBILITIES

- A. Supervise the work of student interns.
- B. Provide basic supplies, materials, equipment, and safe areas for students to perform their work.
- C. Assign a supervisor to coordinate with the College's faculty liaison or program representative.
- D. Participate in the evaluation of the student's work.

IV. RESPONSIBILITIES OF STUDENTS

- A. Students are required to adhere to the Training Site's policies, procedures, standards, and regulations during the period of their cooperative work experience/internship.
- B. Students are encouraged to purchase their own health insurance.
- C. Students must sign the College's Acknowledgement of Hazards and Risks form in addition to any other documents as required by program.

V. LIABILITY COVERAGE PROVISIONS

- A. Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement. Students are covered by the Washington State Student Liability Insurance when registered for cooperative work experience credit(s) through College. The coverage is \$1 million per incident/\$3 million per institution per year. Policy coverage is for liability for a negligible act on the part of the student and the student is deemed responsible for damages.
- B. College is covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.), and claims against College and its employees, officers, and agents in the performance of their duties and this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130.
- C. For purposes of this Agreement, Training Site certifies that they are insured with professional liability insurance coverage. Through that coverage, Training Site provides liability coverage for its employees, officers, and agents in the performance of this Agreement, and further provides the means for defense and payment of claims that may arise against such individuals.
- D. Training Site does not and will not assume any liability under any law relating to Worker's Compensation with respect to a student's actions under this agreement, unless students are participating in a paid internship program.

VI. TERM

A. The term of this agreement is effective from January 1, 2018 to December 31, 2020

VII. AMENDMENT AND TERMINATION

- A. This agreement can only be amended with the written approval of both parties.
- B. This agreement can be terminated without cause upon 30 days written notice to the other party.

LOWER COLUMBIA COLLEGE

By Nolan Wheeler
Nolan Wheeler, Vice President of Administration

Date 12/18/17

Cowlitz County Auditor's Office

By Carolyn Fundingsland
Carolyn Fundingsland, Auditor

Date 12/18/17