



AGENCY AFFILIATION AGREEMENT

Kindly Note: Fill out the form below. Next, print it out, sign, and email the scanned document to the co-learner.

Co-learner Name _____

Date _____

Agency _____

The purpose of this agreement is to detail the responsibilities of the placement agency and the intern during the internship. The Master’s in Global Community Development (MGCD) program has nine skills and competencies that guide our evidence-based learning outcomes. These skills and competencies are documented with products co-learners develop during their internship. The type of skills needed by the co-learner and the learning activities the agency can offer are not always a perfect match. However, with creative communication and planning we can ensure that both the co-learner and agency will benefit from the internship. To ensure an outstanding return for the investment your agency has made in the co-learner’s scholarly development, we need to partner in developing an academic plan that both efficiently and effectively meets all their learning requirements for their timely graduation. These academic requirements are outlined as follows, and we need you to check which activities will comfortably fit into agency-related work outputs. We will work with the co-learner to find additional learning opportunities outside of their internship to cover any gaps.

Additionally in this document we share the responsibilities and roles that should be expected by each key stakeholder (Southern Adventist University and the agency) in this internship process.

The Global Community Development program uses the following grid to outline the development practice skills for competencies they will obtain throughout the program.

GCD Program Core Values (CV)		
Growth in each of the core values is encouraged throughout the entire program and within every course.		
Humble (HU) Empathetic (EM) Learner (LE) Servant (SE)	Open (OP) Accepting (AC) Adaptable (AD) Trustworthy (TR)	Committed (CO) Innovative (IN) Competent (CP) Team Player (TP)

Development Practice Skills/Competencies

Please indicate with a which of these SKILLS the co-learner can demonstrate while doing their internship as a volunteer intern of this agency. To graduate the learner must demonstrate the following:

<p>1. Christian Witness & Professionalism</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. Ethical behavior <input type="checkbox"/> b. Development (personal mission) values <input type="checkbox"/> c. Integration of faith and practice <input type="checkbox"/> d. Professional decorum 	<p>2. Advanced Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. Oral Speaking/presenting <input type="checkbox"/> b. Technical writing (proposals & reports) <input type="checkbox"/> c. Cross cultural sensitivity demonstrated <input type="checkbox"/> d. Productivity promoting (meeting minutes, emails, etc.)
<p>3. Use of Technology</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. Social media communication <input type="checkbox"/> b. Geographical information systems <input type="checkbox"/> c. Data processing of statistics <input type="checkbox"/> d. ePortfolio 	<p>4. Safety (Personal & Team)</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. Security <input type="checkbox"/> b. Self-care <input type="checkbox"/> c. Health and wellness
<p>5. Community Empowerment</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. Engagement <input type="checkbox"/> b. Organizer <input type="checkbox"/> c. Civil society building <input type="checkbox"/> d. Advocacy <input type="checkbox"/> e. Governance building <input type="checkbox"/> f. Policy analysis <input type="checkbox"/> g. Social marketing <input type="checkbox"/> h. Training, planning, and implementation <input type="checkbox"/> i. Activity innovation, design, execution and budgeting <input type="checkbox"/> j. Sustainable transition 	<p>6. Leadership</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. Strategic visioning/planning <input type="checkbox"/> b. HR management <input type="checkbox"/> c. Volunteer management <input type="checkbox"/> d. Teambuilding <input type="checkbox"/> e. Time management/work organization <input type="checkbox"/> f. Conflict mediation <input type="checkbox"/> g. Ensuring strategies for empowering vulnerable and special populations <input type="checkbox"/> h. Critical and independent thinking
<p>7. Evidence-based Practice</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. Research methodology (quantitative and qualitative) <input type="checkbox"/> b. Assessment and capacity mapping <input type="checkbox"/> c. Monitoring <input type="checkbox"/> d. Evaluation <input type="checkbox"/> e. Standards and best practices 	<p>8. Networking</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. Government relations <input type="checkbox"/> b. Partnerships (public/private) <input type="checkbox"/> c. Donor relations
<p>9. Innovative Entrepreneurship</p> <ul style="list-style-type: none"> <input type="checkbox"/> a. Business enterprise <input type="checkbox"/> b. Social enterprise (crowd-funding/fundraising) <input type="checkbox"/> c. Resource acquisition <input type="checkbox"/> d. Value chain mobilization <input type="checkbox"/> e. Supply chain and logistics 	

1. RESPONSIBILITIES OF SAU FOR CO-LEARNERS IN THE INTERNSHIP AGENCY PLACEMENT

1.1 SAU will withdraw a co-learner or staff member from the field internship experience at the agency request or if SAU determines such action to be warranted.

1.2 It shall be the responsibility of the MGCD Internship Coordinator, after consultation with the agency and their work supervisor, to help plan the experiential learning program all for intern experiences.

1.3 SAU will provide the agency with a description of the graduate program curriculum and learning competencies or skills the intern needs to achieve (see table above).

1.4 SAU will require all interns to abide by the policies of the agency while in the field experience. SAU co-learners will be expected to conduct themselves in a professional manner with due regard and compliance with the mission and standards of the agency; co-learner attire and appearance will conform to the accepted standards of the agency.

1.5 SAU will assign to the agency only those co-learners who have satisfactorily completed the prerequisite Rotation 1 and Rotation 2 portion of the curriculum of the MGCD program.

2. RESPONSIBILITIES OF THE AGENCY IN PROVIDING FIELD INTERNSHIP EXPERIENCES

2.1 The agency will provide suitable experiential opportunities as prescribed by the MGCD program curriculum and objectives to be provided by SAU. See table above for list of skills. .

2.2 The agency will designate appropriate personnel to supervise the co-learner's internship experience. This could be the co-learners work supervisor if they are academically qualified with an advanced degree. This will involve planning between responsible SAU Internship Coordinator and designated the agency personnel for the assignment of co-learners to specific field experiences, including selected conferences, programs, projects and operations conducted under the authority of the agency. The agency will designate and submit in writing to SAU the name and professional and academic credentials of a person to be responsible for field training experience. That person will be known as the Field Supervisor. The agency will notify SAU in writing of any change or proposed change of the Field Supervisor.

2.3 The agency will cooperate, on reasonable request, with an invitation for interview or inspection of field operations by agencies charged with responsibility for accreditation of SAU schools and/or the MGCD program.

2.4 The agency may discontinue co-learner from a field experience setting if: (a) the achievement, progress, adjustment, safety, or health of the co-learner does not warrant a continuation in the field experience, or (b) the behavior of the co-learner fails to conform to the applicable policies and regulations of the agency. The agency will consult with SAU whenever reasonably possible before such a discontinuance.

2.5 The agency reserves the right, exercisable at its discretion, to exclude any co-learner from its premises or operations in the event that such person's ethical or professional conduct or state of health is deemed objectionable or detrimental, having in mind the proper administration of the agency's operations.

2.6 The agency, as appropriate, may provide room, board, office space, local transportation, equipment and supplies needed for the field experience, unless otherwise agreed between the agency and SAU in advance of the experience.

2.7 The agency will provide security oversight for the intern as they would for any agency employee and/or volunteer.

2.8 The agency shall arrange for any necessary emergency care or first aid required by a SAU participant in this program due to an accident or incident occurring in the field experience. However, payment for such care should be the responsibility of the co-learner and the agency will have no obligation to furnish medical or surgical care to any co-learner. The expense or issuance of emergency medical examination shall be the sole responsibility of the co-learner.

2.9 The agency will provide SAU with a copy of any written regulations or policies which will govern the co-learner's activities while in the agency field experience.

2.10 The agency will maintain reasonable records and reports on each co-learner's performance as specified by the learning/service experience and provide an evaluation to SAU on forms provided by SAU.

2.11 The agency suggests the following staff person as the Agency Supervisor for the internship:

Name: _____

Contact Information: _____

Email: _____

Phone: _____

Academic Background Qualification: _____

Years of Experience: _____

Signature Page

In acknowledgment and support the above listed activities:

Authorized Agency Executive

Date

Agency: Kindly print out, sign and email the document to the co-learner for them to sign.

I have reviewed the above commitments, and I agree to fulfill my obligations under these requirements.

MGCD Co-learner

Date

Co-learner: Kindly sign, scan and return to: internshipmgcd@southern.edu

MGCD Internship Coordinator

Date