

Welcome to the Affiliation Agreement SharePoint Portal. This guide will walk you through accessing the portal and completing the Student Fieldwork Placement Agreement per college.

The Contract Services Department is responsible for reviewing and approving all contract terms on behalf of the University to ensure compliance with law, policy, and advice of counsel, while pursuing the best interests of the institution. Pursuant to CSU policy and an Executive Order from the Office of the Chancellor, contracts are required for any student placement in which the University takes part in any capacity that may expose it to risk. While Contract Services should review every agreement the University enters into with another entry, this is not necessary for Affiliation on Agreements based on the standard template developed for University use, accessible through the CSULB Contract Services website. Any modification to this template or agreement requiring the use of an affiliate's contract terms requires review, negotiation, and approval by Contract Services. While Contract Services' review is a necessary part of the process of establishing a relationship with a third party for student fieldwork placement, it does not address any other requirements that the California State University system, CSU Long Beach, or your department may impose.

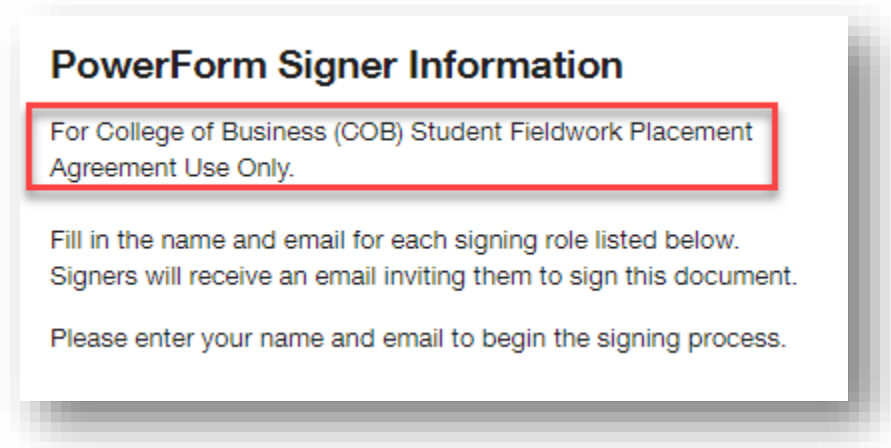
NOTE: Only Staff or Faculty in the Academic Department taking responsibility for the relationship may initiate a new Student Fieldwork Placement Agreement through these forms. Please do not direct students to these forms.

1. Navigate to Affiliation Agreement's SharePoint Site at <https://csulb.sharepoint.com/sites/FM-AffiliationAgreement-AffiliationAgreement>
 - a. Login using your CSULB credentials and authenticate.
2. DocuSign Form by College: Please select the DocuSign Form link for your college to get started.

The screenshot shows a dark teal header with the text "Student Fieldwork Placement Agreement Request Form" and "*College Specific*" below it. Below the header is a grid of eight white buttons, each with a globe icon and the name of a college. The colleges listed are: College of Business, College of Education, College of Engineering, College of Health and Human Services, College of Liberal Arts, College of Natural Science and Math, College of Professional and Continuing Education, and College of the Arts.

Student Fieldwork Placement Agreement Request Form *College Specific*			
College of Business	College of Education	College of Engineering	College of Health and Human Services
College of Liberal Arts	College of Natural Science and Math	College of Professional and Continuing Education	College of the Arts

3. Initiate the Affiliation Agreement. The sample below identifies the DocuSign Form specifically for the College of Business.



4. Complete all required information within the Student Fieldwork Placement Agreement.

For any questions or comments, please contact fmsupport@csulb.edu