



## EDUCATIONAL AFFILIATION AGREEMENT

This agreement ("Agreement") is between the Trustees of the California State University (CSU) on behalf of California State University Long Beach ("University") and El Monte City School District ("District").

University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this Agreement, the District shall provide practical experience pursuant to the terms of this agreement and serve as a learning site offering facilities, resources and supervision to students. In consideration the mutual promises and conditions set forth below, the University and the District ("Party or Parties") agree as follows:

I. **EDUCATIONAL PROGRAMS** – The following University educational programs are included in this Agreement and are governed by the corresponding Exhibit(s), incorporated as if fully stated herein:

**Check all that apply:**

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Exhibit A – Early Fieldwork, consisting of one (1) page               |
| <input checked="" type="checkbox"/> | Exhibit B – Basic Credential Programs, consisting of five (5) pages   |
| <input checked="" type="checkbox"/> | Exhibit C – Educational Administration, consisting of three (3) pages |
| <input checked="" type="checkbox"/> | Exhibit D – School Counseling, consisting of three (3) pages          |
| <input checked="" type="checkbox"/> | Exhibit E – School Psychology, consisting of four (4) pages           |
| <input type="checkbox"/>            | Exhibit L – Library Services Credential, consisting of two (2) pages  |

II. **GENERAL PROVISIONS**

- A. **Term of Agreement** - The term of this Agreement shall be operative from date of full execution until Terminated. Either Party may terminate this agreement upon thirty (30) days written notice. If either Party sends a Notice of Termination prior to the completion of an academic semester, all students performing services under this Agreement shall be allowed to continue their placement until the end of that academic semester.
- B. **Relationship of Parties** – District (including its employees and agents) shall act in an independent capacity and not as officers, employees or agents of CSU or University. Nothing in this Agreement shall be construed to constitute a partnership, joint venture or any other relationship other than that of independent contractors.
- C. **Indemnification** - University shall be responsible for damages caused by the negligence of its directors, officers, agents and employees, as defined by law, and agrees to indemnify and hold harmless District (including its officers, agents and employees) from any and all liability arising out of the negligent acts, omissions or willful misconduct of University directors, officers, agents or employees in the performance of this Agreement.
- District shall be responsible for damages caused by the negligence of its directors, officers, agents and employees, and agrees to indemnify and hold harmless CSU and University (including its officers, agents and employees) from any and all liability arising out of the negligent acts, omissions or willful misconduct of District's directors, officers, agents or employees in the performance of this Agreement.
- D. **Insurance**- Each Party to this agreement shall maintain General Liability Insurance (or a program of self-insurance), comprehensive or commercial form, with minimum limits of \$1,000,000 for each occurrence and \$3,000,000 general aggregate, and workers compensation coverage as required by law. Students shall maintain general and professional liability, as well as educator's errors & omissions coverage, through the Student Professional Liability Insurance (SPLIP) program, in the amount of \$2,000,000 each occurrence and \$4,000,000 general aggregate.
- E. **Confidential Student Information**- Student records shall remain confidential as required by the Family Educational Rights and Privacy Act (FERPA). Neither Party shall release any protected student information without written consent of the student, unless required to do so by law or as dictated by the terms of this Agreement.
- F. **Finger-Printing**- If District determines that the services provided by University's students involve more than limited contact with District's students, University students shall be finger-printed as required by the District before services commence pursuant to California Education Code §45125.1.
- G. **Services Responsibility**- District retains professional and administrative responsibility for services rendered at the District.
- H. **Tuberculosis Testing**- If District determines that the services provided by University students involve more than limited contact with District's students, University students shall provide District the results of a recent tuberculosis test.



**CALIFORNIA STATE UNIVERSITY, LONG BEACH  
DISTRICT AFFILIATION AGREEMENT**

**Exhibit A  
EARLY FIELDWORK**

WHEREAS, the District is authorized to enter into agreements with the University to provide early fieldwork experiences for students enrolled in University programs to prepare educational professionals,

NOW, THEREFORE, it is mutually agreed between the University and the District as follows:

The State University and the District are as follows:

California State University, Long Beach

1250 Bellflower Blvd, BH-346

Long Beach, CA 90840

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL PROVISIONS**

1. **Scope of Services:** The District shall provide to University students educational experiences through early fieldwork placements in schools and classes of the District not to exceed the stipulations set forth in these Special Provisions. Such professional experiences shall be provided in such schools or classes of the District and under the direct supervision and instruction of such employees of the District as the District and the University through their duly authorized representatives may agree upon.

"Early fieldwork" as used herein and elsewhere in this agreement means participation in one or more of a variety of professional preparation activities, typically as a course requirement, under the direct supervision of employees of the District holding valid life diplomas or credentials issued by the State Board of Education, other than emergency or provisional or intern credentials, authorizing them to serve as classroom teachers or other educational professionals in the schools or classes in which the fieldwork experience is provided.

2. **Compensation:** There is no compensation by the University for the services of the District professional.
3. **Assignment:** The assignment of a student of the University for early fieldwork placements in schools or classes of the District shall be at the discretion of the University, with the agreement of the supervising classroom teacher, educational professional, and/or site principal. Length and specific activities of assignments will vary depending on the requirements of the University class.
5. **Termination:** The District may, for good cause, refuse to accept for early fieldwork any student of the University who requests an early fieldwork placement in the District, and upon request of the District, made for good cause, the University shall at any time terminate the assignment of any student of the University to an early fieldwork placement in the District. The University may, upon good cause, withdraw from an early fieldwork placement at any time any student of the University assigned to an early fieldwork placement in the District.

**DISTRICT AFFILIATION AGREEMENT**  
**Exhibit B**  
**BASIC CREDENTIAL PROGRAMS: STUDENT TEACHING**

WHEREAS, the District is authorized to enter into agreements with the University, to provide single subject, multiple subject, and/or education specialist student teaching experience through practice teaching to students enrolled in teacher training curricula of the University; and

WHEREAS, any such agreement may provide for the payment for the services rendered by the District of an amount not to exceed the actual cost to the District of the services rendered; and

WHEREAS, it has been determined between the parties hereto that the payments to be made to the District under this agreement do not exceed the actual cost to the District of the services rendered by the District; and

WHEREAS, the honorarium or payment provided herein is intended to be transmitted promptly by the District to the Master Teacher as compensation for and recognition of services performed for the student teacher in the supervisory teacher's charge;

NOW, THEREFORE, it is mutually agreed between the University and the District as follows:

The State University and the District are as follows:

California State University, Long Beach  
1250 Bellflower Blvd, BH-345  
Long Beach, CA 90840

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL PROVISIONS**

1. **Scope of Services:** The District shall provide to University students teaching experience through practice teaching in schools and classes of the District not to exceed the units of practice teaching set forth in these Special Provisions. Such practice teaching shall be provided in such schools or classes of the District and under the direct supervision and instruction of such employees of the District as the District and the University through their duly authorized representatives may agree upon.

"Practice teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the District holding valid life diplomas or credentials issued by the State Board of Education, other than emergency or provisional or intern credentials, authorizing them to serve as classroom teachers in the schools or classes in which the practice teaching is provided.

2. **Rates:** Contingent upon the availability of funds each semester, the University may pay the District for the performance by the District for all services required to be performed under this agreement at the rates set forth below for each semester unit of practice teaching. The District shall be notified not less than 60 days prior to the semester if a change in the compensation rate is to be made due to the availability of funds.

If payment is made by the University, the RATE AND AMOUNT will be \$20.00 per semester unit the student is enrolled in for the practice teaching experience.

3. **Assignment:** An assignment of a student of the University to practice teaching in schools or classes of the District shall be at the discretion of the University. An assignment is typically for approximately eight (8) weeks or for approximately twenty (20) weeks, but the length of an assignment can vary depending on the program and student.

The assignment of a student of the University to practice teaching in the District shall be deemed to be effective for purposes of this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given the student by the University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

In the event the assignment of a student of the University to practice teaching is terminated by the University for any reason, the District shall receive payment on account of such student except that if such assignment is terminated before the end of the eighth week of the term of the assignment, the District shall receive payment for an assignment for eight (8) weeks only. If a student is assigned by the University to another teacher of the District after an assignment has become effective, this shall be considered for payment purposes as an entirely new and separate assignment.

Absences of a student from assigned practice teaching shall not be counted as absences in computing the semester units of practice teaching provided the student by the District.

4. **Payment:** Contingent upon funds being available to University, and written notification of availability of funds to District, the District, within 45 days following the close of each semester or quarter of the University, shall submit an invoice and stipend report to the University for payment at the rate provided herein for all units of practice teaching provided by the District under and in accordance with this agreement during said semester or quarter. The Master Teacher Stipend Report shall be executed by a duly authorized representative of the District certifying that the District expended or became obligated to expend in providing such practice teaching an amount not less than the amount of the invoice. A sample stipend report is attached.

The University will pay the amount of such invoice from monies made available for such purpose by or pursuant to the laws of the State. Notwithstanding any other provisions of this agreement, the University shall not be obligated by this agreement to pay the District any amount in excess of the total sum set forth in the Special Provisions.

5. **Termination:** The District may, for good cause, refuse to accept for practice teaching any student of the University assigned to practice teaching in the District, and upon request of the District, made for good cause, the University shall at any time terminate the assignment of any student of the University to practice teaching in the District. The University may, upon good cause, withdraw from practice teaching at any time any student of the University assigned to practice teaching in the District.

SCHOOL DISTRICT

\_\_\_\_\_  
By: \_\_\_\_\_

\_\_\_\_\_  
Title

CERTIFICATION

I, the duly appointed and acting Clerk or Secretary of the Governing Board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on \_\_\_\_\_, 20\_\_\_\_.

"It was moved, seconded and carried that the attached contract with the Trustees of The California State University on behalf of California State University, Long Beach, whereby the University may assign students to the schools in the School District for practice teaching, be approved; and the \_\_\_\_\_ is hereby authorized to execute the same."

\_\_\_\_\_  
(District)

\_\_\_\_\_  
(County)

By \_\_\_\_\_  
Clerk, Secretary (strike one) of the Governing Board of the School District

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## BILLING PROCEDURES

After the agreement has been fully executed:

1. The University should be billed after the completion of each semester. The invoice must show actual number of semester units billed, and the number of student teacher semester (students per semester). **Direct invoices to program offices for Multiple Subject or Single Subject. It is imperative that the subject matter be included on the mailing address to avoid any delays in invoice processing.**

College of Education  
1250 Bellflower Blvd.  
Long Beach, CA 90840-2201

2. The required Master Teacher Stipend Report approved by an authorized official is to be sent with the invoice to the University Accounts Payable.
3. There is no direct transaction between the University and the Master Teachers. The contractual arrangement is between the University and the District.





**DISTRICT AFFILIATION AGREEMENT**  
**Exhibit C**  
**EDUCATIONAL ADMINISTRATION PROGRAM**

WHEREAS, DISTRICT is able to provide supervised field experience for graduate students in the Educational Administration Program in the Department of Advanced Studies in Education and Counseling at UNIVERSITY; and

WHEREAS, this experience is the culminating educational experience leading to the Educational Administration Credential and would further the professional training of such students; and

WHEREAS, DISTRICT believes the services to be provided by the students as part of their learning experience would be of benefit to DISTRICT; and

WHEREAS, it is to the mutual benefit of the parties hereto that students of the UNIVERSITY use the education facilities of the DISTRICT for their fieldwork;

NOW, THEREFORE, in consideration of the covenants, conditions and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived therefrom, the parties hereto agree as follows:

**RESPONSIBILITIES OF THE UNIVERSITY**

1. The UNIVERSITY shall designate in writing a faculty member to coordinate with a designee of the DISTRICT.
2. The UNIVERSITY shall complete periodic evaluations of the student regarding his/her performance at the DISTRICT or, when site visit is precluded by excessive distance, as by arrangement between the UNIVERSITY faculty member and the DISTRICT supervisor.
3. The UNIVERSITY will assure that the student shall be eligible for fieldwork only after formal review and recommendation by the program.
4. The UNIVERSITY will assure that acceptance of the student will be based on an application review and personal interview process by and on the approval of the UNIVERSITY and the DISTRICT.
5. The UNIVERSITY will assure that the student will participate in the fieldwork placement for the duration of the academic semester or school year, unless there is cause for removal.
6. The UNIVERSITY may, upon good cause, withdraw from fieldwork at any time any student of the UNIVERSITY assigned to fieldwork in the DISTRICT.

**RESPONSIBILITIES OF THE STUDENT**

1. The student will conform to the administrative policies, standards and practices of the DISTRICT and to the ethical and legal standards of the profession.
2. The student shall identify himself/herself to the public as a student in the Educational Administration Program who is completing fieldwork at the DISTRICT.
3. The student will provide his/her own transportation to the DISTRICT.
4. The student will obtain prior written approval of the DISTRICT and the UNIVERSITY before publishing any materials relating to the fieldwork experience.

5. The student, in collaboration with the supervising school administrator at the DISTRICT and the UNIVERSITY faculty member, will set times, location and responsibilities of the fieldwork experience.
6. The student, in collaboration with the supervising school administrator at the DISTRICT and the UNIVERSITY faculty member, will plan activities in each area included in the Educational Administration Program Standards.
7. The student will provide the supervising school administrator at the DISTRICT with a copy of the Program's articulated mission and expectations for the fieldwork experience.
8. The student, in collaboration with the supervising school administrator at the DISTRICT and the UNIVERSITY faculty member, will integrate course requirements into the fieldwork experience.
9. The student will obtain a written evaluation of performance from the DISTRICT supervisor at least once each assignment and will submit that written evaluation according to the schedule established by the UNIVERSITY faculty member. This written evaluation is required prior to posting a grade for the fieldwork assignment.
10. The student will notify the DISTRICT of illness, accident, or any other situation which does not allow the student to meet the prearranged program at the DISTRICT.
11. The student will inform the UNIVERSITY of any changes in the on-site schedule.
12. Students (and faculty advisors) are advised to conduct a thorough investigation of the potential DISTRICT to determine any unique or unusual personal safety issues that may be present.

### **RESPONSIBILITIES OF THE DISTRICT**

1. The FIELDWORK SITE will provide opportunities for the student to develop a broad and diverse role, including development of professional competence in, for example, assessment, intervention, counseling, consultation, research, and in-service.
2. The DISTRICT will provide opportunities for the student to develop professional competencies with a broad range of programs and populations, including but not limited to: regular education, special education, bilingual education, age, disabilities, cultures.
3. The DISTRICT will advise the UNIVERSITY of any personal safety issues, concerns, or requirements that are pertinent to the location or specific area in which the student will be assigned.
4. The DISTRICT will accept no more graduate students from the UNIVERSITY than the DISTRICT staff, space, and program permit; and except in pre-negotiated circumstances, any one supervisor will provide concurrent supervision for no more than two students.
5. The DISTRICT will provide the student with a thorough orientation to the DISTRICT administrative policies, standards and practices.
6. The DISTRICT will designate one school administrator who has at least two years experience in school administration to serve as the primary supervisor. The student may also work with other experienced school administrators for specific activities.
7. The DISTRICT will assure that the designated supervisor will serve as a model school administrator engaging in broad and diverse service delivery.
8. The DISTRICT agrees that the designation of fieldwork supervisor is subject to the approval of the UNIVERSITY.
9. The DISTRICT supervisor will evaluate student competencies, oversee all student professional activities in the district, and provide guidance throughout the student's professional growth and development.

10. The DISTRICT supervisor, in collaboration with the UNIVERSITY faculty, will complete periodic evaluations of the student's performance with written reports of that evaluation near the end of each university semester.
11. The DISTRICT assures that the student will receive ongoing supervision, especially at the beginning of the fieldwork experience.
12. The DISTRICT may notify in writing to the UNIVERSITY the desire to terminate or cancel any fieldwork assignment when the student's performance is unsatisfactory, when personal characteristics prevent relationships within the DISTRICT, or when health status is a detriment to the student's successful completion of the fieldwork assignment. Prior to cancellation or termination, the DISTRICT and the UNIVERSITY will consult about the proposed action.

**DISTRICT AFFILIATION AGREEMENT**  
**Exhibit D**  
**SCHOOL COUNSELING PROGRAM**

WHEREAS, DISTRICT is able to provide supervised field experience for candidates in the School Counseling Program in the Department of Advanced Studies in Education and Counseling at UNIVERSITY; and

WHEREAS, this experience is the culminating educational experience leading to the School Counseling credential and would further the professional training of such candidates; and

WHEREAS, DISTRICT believes the services to be provided by the candidates as part of their learning experience would be of benefit to DISTRICT; and

WHEREAS, it is to the mutual benefit of the parties hereto that candidates of the UNIVERSITY use the education facilities of the DISTRICT for their fieldwork;

NOW, THEREFORE, in consideration of the covenants, conditions and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived therefrom, the parties hereto agree as follows:

**RESPONSIBILITIES OF THE UNIVERSITY**

1. The UNIVERSITY shall designate in writing a faculty member to coordinate with a designee of the DISTRICT.
2. The UNIVERSITY shall complete periodic evaluations of the candidate regarding his/her performance at the DISTRICT or, when site visit is precluded by excessive distance, as by arrangement between the UNIVERSITY faculty member and the DISTRICT supervisor.
3. The UNIVERSITY will assure that the candidate shall be eligible for fieldwork only after formal review and recommendation.
4. The UNIVERSITY will assure that acceptance of the candidate for fieldwork will be based on an application review and personal interview process by and on the approval of the UNIVERSITY and the FIELD PLACEMENT SITE.
5. The UNIVERSITY will assure that the candidate will participate in the fieldwork placement for the duration of the agreed upon semester(s).
6. The UNIVERSITY and the DISTRICT agree that selection and placement of candidates shall not discriminate against a candidate for reasons of race, sex, creed, color or age.
7. The University may, upon good cause, withdraw from fieldwork at any time any student of the UNIVERSITY assigned to fieldwork in the DISTRICT.

**RESPONSIBILITIES OF THE CANDIDATE DURING FIELDWORK**

1. If required for employment **with** the school district, the candidate will forward to the DISTRICT the Pupil Services School Counseling Credential or the Pupil Personnel Services School Counseling Internship Credential.
2. The candidate will conform to the administrative policies, standards and practices of the DISTRICT, and to the ethical and legal standards of the profession.

3. The candidate shall identify himself/herself to the public as a candidate in the CSULB School Counseling Program.
4. The candidate will provide his/her own transportation to the DISTRICT.
5. The candidate will obtain prior written approval of the DISTRICT and the UNIVERSITY before publishing any materials relating to the fieldwork experience.
6. The candidate, in collaboration with the supervising school counselor at the DISTRICT and the UNIVERSITY faculty member, will set times, location and responsibilities of the fieldwork experience.
7. The candidate, in collaboration with the supervising school counselor at the DISTRICT and the UNIVERSITY faculty member, will plan activities in each area included in the School Counseling Program Standards.
8. The candidate will provide the supervising school counselor at the DISTRICT with a copy of the Program's articulated mission and expectations for the fieldwork experience.
9. The candidate, in collaboration with the supervising school counselor at the DISTRICT and the UNIVERSITY faculty member, will integrate course requirements in the fieldwork experience.
10. The candidate, in collaboration with the supervising school counselor at the DISTRICT and the UNIVERSITY faculty member, will schedule at least one day per week (or 20% of time) to pursue individual professional goals and development.
11. The candidate will obtain a written evaluation of performance from the DISTRICT supervising school counselor at least once each semester and will submit that written evaluation according to the schedule established by the UNIVERSITY faculty member. This written evaluation is required prior to posting a grade for the fieldwork course.
12. The candidate will notify the DISTRICT of illness, accident, or any other situation that does not allow the candidate to fulfill the prearranged program at the DISTRICT.
13. The candidate will inform the UNIVERSITY of any changes in the on-site schedule.
14. Candidates and faculty advisors are advised to conduct a thorough investigation of the potential DISTRICT to determine any unique or unusual personal safety issues that may be present.

### **RESPONSIBILITIES OF THE DISTRICT**

1. The DISTRICT will provide opportunities for the candidate to develop a broad and diverse role, including development of professional competence in, for example, assessment, intervention, counseling, consultation, research, and in-service.
2. The DISTRICT will provide opportunities for the candidate to develop professional competencies with a broad range of programs and populations, including but not limited to: regular education, special education, bilingual education, age, disabilities, cultures, sexual orientation.
3. The DISTRICT will advise the UNIVERSITY of any personal safety issues, concerns, or requirements that are pertinent to the location or specific area in which the candidate will be assigned.
4. The DISTRICT will accept no more candidates from the UNIVERSITY than the DISTRICT staff, space, and program permit; and, except in pre-negotiated circumstances, any one supervising school counselor will provide concurrent supervision for no more than two candidates.
5. The DISTRICT will provide the candidate with a thorough orientation to the DISTRICT administrative policies, standards and practices and other field experience competencies as outlined by the UNIVERSITY.

6. The DISTRICT will assure that the candidate will be free to participate in university seminars regarding the fieldwork experience and will be able to spend at least one day (or 20% of time) each week to pursue individual professional goals and development.
7. The DISTRICT will designate one school counselor who has at least two years experience in school counseling to serve as the primary supervisor. After the first few months, the candidate may also work with other experienced school counselors for specific activities.
8. The DISTRICT will assure that the designated supervisor will serve as a model school counselor engaging in broad and diverse service delivery.
9. The DISTRICT agrees that the designation of a fieldwork supervisor is subject to the approval of the UNIVERSITY.
10. The DISTRICT supervisor will evaluate candidate competencies, oversee all candidate professional activities in the district, and provide guidance throughout the candidate's professional growth and development.
11. The DISTRICT supervisor, in collaboration with the UNIVERSITY faculty, will complete periodic evaluations of the candidate's performance with written reports of that evaluation near the end of each university semester.
12. The DISTRICT assures that the candidate will receive face-to-face supervision for a minimum of one hour per week, although more hours per week may be needed, especially at the beginning of the fieldwork experience.
13. The DISTRICT assures that the workload of the candidate will not exceed fifty (50) percent of what a credentialed school counselor would work; candidates may serve one or two schools with a total candidate-to-student ratio of no greater than approximately 1:1,000. Any deviation from this should be made by agreement between the DISTRICT supervisor or administrator and the UNIVERSITY supervisor.
14. The DISTRICT assures that the candidate will be treated by the district as part of the professional staff; provides salary and benefits as specified in the district contract or in the attached addendum; provides a supportive work environment, adequate work space (including privacy for meetings), appropriate supplies, counseling and test materials, and access to computer, internet, and e-mail; encourages participation in district, SELPA, or county committees; and provides release to attend professional development experiences or professional association meetings.
15. The DISTRICT may notify in writing to the UNIVERSITY the desire to terminate or cancel any candidate whose performance is unsatisfactory, whose personal characteristics prevent relationships within the DISTRICT, or whose health status is a detriment to his/her successful completion of the fieldwork experience. Prior to cancellation or termination, the DISTRICT and the UNIVERSITY will consult about the proposed action.

## **DISTRICT AFFILIATION AGREEMENT**

### **Exhibit E**

## **SCHOOL PSYCHOLOGY PROGRAM**

WHEREAS, DISTRICT is able to provide supervised field experience for graduate student interns in the School Psychology Program in the Department of Advanced Studies in Education and Counseling at UNIVERSITY and;

WHEREAS, this experience is the culminating educational experience leading to the School Psychology Credential and would further the professional training of such interns, and;

WHEREAS, DISTRICT believes the services to be provided by the interns as part of their learning experience would be of benefit to DISTRICT, and;

WHEREAS, it is to the mutual benefit of the parties hereto that interns of the UNIVERSITY use the education facilities of the DISTRICT for their internship.

NOW, THEREFORE, in consideration of the covenants, conditions and stipulations hereinafter expressed and in consideration of the mutual benefits to be derived therefrom, the parties hereto agree as follows:

### **RESPONSIBILITIES OF THE UNIVERSITY**

1. The UNIVERSITY shall designate in writing a faculty member to coordinate with a designee of the DISTRICT.
2. The UNIVERSITY shall complete periodic evaluations of the intern regarding his/her performance at the DISTRICT or, when site visit is precluded by excessive distance, as by arrangement between the UNIVERSITY faculty member and the DISTRICT supervisor.
3. The UNIVERSITY will recommend the candidate for the School Psychology Internship Credential after a formal review of the candidate's qualifications.
4. The UNIVERSITY will assure that acceptance of student as an intern will be based on an application review and personal interview process by and on the approval of the UNIVERSITY and the FIELD PLACEMENT SITE.
5. The UNIVERSITY will assure that the intern will participate in the INTERNSHIP program for the duration of the academic or school year.
6. The UNIVERSITY and the DISTRICT agree that selection and placement of interns shall not discriminate against a student for reasons of sex, race, color, religion, national origin, ethnic group, marital or parental status, ancestry, age, sexual orientation, or physical or mental disability or the perception of one or more of such characteristics.
7. The University may, upon good cause, withdraw from fieldwork at any time any student of the UNIVERSITY assigned to fieldwork in the DISTRICT.

### **RESPONSIBILITIES OF THE INTERN**

1. If required for employment **with** the school district, the intern will forward to the DISTRICT the School Psychology Internship Credential (State of California) or the Pupil Personnel Services Credential (State of California).

2. The intern will conform to the administrative policies, standards and practices of the DISTRICT, and to the ethical and legal standards of the profession.
3. The intern shall identify himself/herself to the public as a "School Psychology Intern."
4. The intern will provide his/her own transportation to the DISTRICT.
5. The intern will obtain prior written approval of the DISTRICT and the UNIVERSITY before publishing any materials relating to the internship experience.
6. The intern, in collaboration with the supervising school psychologist at the DISTRICT and the UNIVERSITY faculty member, will set times, location and responsibilities pertaining to the internship experience.
7. The intern, in collaboration with the supervising school psychologist at the DISTRICT and the UNIVERSITY faculty member, will plan activities in each area included in the NASP School Psychology Program Standards (i.e. the 8 standards within the NASP Blueprint III).
8. The intern will provide the supervising school psychologist at the DISTRICT with a copy of the Program's articulated Visions and Outcomes as well as the recommended Continuum of Experiences (i.e. Blueprint for Best Practices III according to the National Association of School Psychologists)
9. The intern, in collaboration with the supervising school psychologist at the DISTRICT and the UNIVERSITY faculty member, will integrate course requirements in the internship experience.
10. The intern, in collaboration with the supervising school psychologist at the DISTRICT and the UNIVERSITY faculty member, will schedule at least one day per week (or 20% of time) to pursue individual professional goals and development.
11. The intern will obtain a written evaluation of performance from the DISTRICT supervisor at least once each semester and will submit that written evaluation according to the schedule established by the UNIVERSITY faculty member. This written evaluation is required prior to posting a grade for the internship course.
12. The intern will notify DISTRICT of illness, accident or any other situation, which does not allow the intern to meet the prearranged program at the DISTRICT.
13. The intern will inform the UNIVERSITY of any changes in the on-site schedule.
14. Interns and faculty advisors are advised to conduct a thorough investigation of the potential DISTRICT to determine any unique or unusual personal safety issues, which may be present.

### **RESPONSIBILITIES OF THE DISTRICT**

1. The DISTRICT will provide opportunities for the intern to develop a broad and diverse role, including development of professional competence in, for example, assessment, intervention, counseling, consultation, and research.
2. The DISTRICT will provide opportunities for the intern to develop professional competencies with a broad range of programs and populations, including but not limited to: general education, special education, bilingual education, age, disabilities, cultures, ethnicities, language proficiencies, and socioeconomic status.
3. The DISTRICT will advise the UNIVERSITY of any personal safety issues, concerns or requirements that are pertinent to the location or specific area in which the student will be assigned.
4. The DISTRICT will accept no more interns or graduate students from the UNIVERSITY than the DISTRICT staff, space, and program permit; and except in pre-negotiated circumstances, any one supervisor will provide concurrent supervision for no more than two interns or students.



5. The DISTRICT will provide the intern with a thorough orientation to the DISTRICT administrative policies, standards and practices and other field experience competencies as outlined by the UNIVERSITY.
6. The DISTRICT will assure that the intern will be free to participate in UNIVERSITY seminars regarding internship and will be able to spend at least one day (or 20% of time) each week to pursue individual professional goals and development.
7. The DISTRICT will designate one school psychologist who has at least two years experience in school psychology to serve as the primary supervisor. After the first few months, the intern may also work with other experienced school psychologists for specific activities.
8. The DISTRICT will assure that the designated supervisor will serve as a model school psychologist engaging in broad and diverse service delivery.
9. The DISTRICT agrees that the designation of an intern supervisor is subject to the approval of the UNIVERSITY.
10. The DISTRICT supervisor will evaluate intern competencies, oversee all intern professional activities in the district, and provide guidance throughout the intern's professional growth and development. All psychological or psychoeducational evaluation reports must be co-signed by the supervising credentialed school psychologist throughout the internship year.
11. The DISTRICT supervisor, in collaboration with the UNIVERSITY faculty, will complete periodic written evaluations of the intern's performance with written reports of that evaluation near the end of each university semester.
12. The DISTRICT assures that the intern will receive face-to-face supervision for a minimum of two hours a week, although as many as four hours a week may be needed, especially at the beginning of the internship experience.
13. The DISTRICT assures that the workload of the intern will not exceed seventy-five (75) percent of what a credentialed school psychologist would work; interns may serve one or two schools with a total intern/student ratio of no greater than approximately 1:1,000. It is presumed that all interns will maintain their assigned school placement(s) for the full academic school year. Any deviation from this should be made by cooperative agreement between the DISTRICT supervisor or administrator and the UNIVERSITY supervisor.
14. The DISTRICT assures that the intern will devote at least twenty (20) percent but not more than forty (40) percent of his or her time to psychoeducational evaluations and direct related services.
15. The DISTRICT assures that the intern will be treated by the district as part of the professional staff; provides salary and benefits as specified in the district contract or in the attached addendum; provides a supportive work environment, adequate supplies, counseling and test materials, and access to computer, internet, and e-mail; encourages participation in district, SELPA, or county committees; and provides release to attend professional development experiences or professional association meetings.
16. The DISTRICT may notify in writing to the UNIVERSITY, the desire to terminate or cancel any intern whose performance is unsatisfactory, whose personal characteristics prevent relationships within the DISTRICT, or whose health status is a detriment to his/her successful completion of the internship. Prior to cancellation or termination, the DISTRICT and the UNIVERSITY will consult about the proposed action.

**CALIFORNIA STATE UNIVERSITY, LONG BEACH  
DISTRICT AFFILIATION AGREEMENT**

**EXHIBIT L  
TEACHER LIBRARIAN SERVICES CREDENTIAL FIELDWORK**

THIS AGREEMENT entered into by and between the State of California through the Trustees of The California State University on behalf of the State University, noted below, all of which are hereinafter called the State or State University, and the \_\_\_\_\_, noted below, hereinafter called the District:

WITNESSETH

WHEREAS, The District is authorized to enter into agreements with the State to provide library media experiences through field experiences to students enrolled in library media teacher services credential curricula of the State University,

NOW THEREFORE, it is mutually agreed between the State and the District as follows:

SPECIAL PROVISIONS

The State University and the District are as follows:

UNIVERSITY  
California State University, Long Beach  
1250 Bellflower Blvd.  
Long Beach, CA 90840

DISTRICT

The TERM of the Agreement is \_\_\_\_\_, to \_\_\_\_\_.

The SERVICES to be provided by District to State shall not exceed 2 semester units of field experience.

GENERAL TERMS

1. The District shall provide to State University students library media experiences through field experiences in school libraries of the District not to exceed the 2 units of field experiences set for the in the Special Provisions. Such field experiences shall be provided in such school libraries of the District, and under the direct supervision and instruction of such employees of the District, as the District and the State through their duly authorized representative may agree upon.

The District may, for good cause, refuse to accept for field experiences any student of the State University assigned to field experiences in the District, and upon request of the District, made for good cause, the State shall terminate the assignment of any student of the State University to conduct field experiences in the District.

A field experience as used herein and elsewhere in this agreement means active participation in the duties and functions of library media teachers under the direct supervision and instruction of employees of the District holding current valid Library Media Teacher Service Credentials issued by the State Commission on Teacher Credentialing, other than emergency credentials, authorizing them to serve as library media teachers in the schools in which the field experiences are provided. The employee must also be experienced in library media programs; be trained in supervision and oriented to the supervisory role; model professional involvement in library media organizations; and be evaluated, recognized and rewarded by the District.

The State University student engages in supervised field experiences of reasonable quality, merit and scope which are designed to prepare the student to assume full time professional responsibilities as an elementary and secondary library media teacher and which enable the State University to determine the degree of competence of the student to assume library media program responsibilities.

The State University shall provide a coordinating library media teacher, herein designated as the coordinator, to oversee the field experience. The coordinator meets with the District supervising library media teacher and State University student to plan the field experiences and supervise the implementation.

2. A semester unit of field experiences for elementary and secondary schools is 30 hours of library media teacher work, with the understanding that the State University student shall have 2 semester units (60 hours) field experiences at one site.

The assignment of a student of the State University to field experiences in school libraries of the District shall be deemed to be effective for purposes of this agreement as of the date the student presents to the proper authorities of the District the assignment card or other document given the student by the State University affecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

The State University may, for good cause, terminate the assignment of any student of the State University to conduct field experiences in the District.

3. The supervising Library Media Teacher shall communicate with the State University course coordinator regularly in terms of providing formative assessment of the student's work. The supervising Library Media Teacher shall submit a written summative evaluation of the State University to the coordinator at least two weeks prior to the end of the semester in which the student has the field experiences at the school library of the District. The summative evaluation also serves to verify that the State University student has completed the 60 required hours of field experiences at that school library.

STATE OF CALIFORNIA  
Trustees of the California State University

SCHOOL DISTRICT

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

CERTIFICATION

I, the duly appointed and acting Clerk or Secretary of the Governing Board of the School District listed below, do hereby certify that the following is a true and exact copy of a portion of the Minutes of the regular meeting of said Board held on \_\_\_\_\_, 20\_\_.

It was moved, seconded and carried that the attached contract with the Trustees of the California State University, whereby the University may assign library media teacher students to the schools in the School District for field experiences be approached; and the \_\_\_\_\_ is hereby authorized to execute the same.

By \_\_\_\_\_ Date \_\_\_\_\_  
Clerk/Secretary (strike one) of the Governing Board of the School District