



STUDENT FIELD PLACEMENT AGREEMENT

This agreement ("Agreement") is between the Trustees of the California State University (CSU) on behalf of California State University Long Beach ("University") and Hacienda-LaPuente Unified School District ("Facility").
(please enter the complete legal name of the entity)

University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. This Agreement pertains to University students enrolled in an internship course and placed at Facility by University. Facility 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 Facility ("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) attached hereto:

Exhibit A – Speech Language Pathology Program Protocol, consisting of two (2) pages
Exhibit B – Family & Consumer Sciences Program Protocol, consisting of two (2) pages
Exhibit C – Clinical and Graduate Nursing Program Protocol, consisting of two (2) pages
Exhibit D – Early Fieldwork Protocol, consisting of one (1) page
Exhibit E – Basic Credential Programs Protocol, consisting of five (5) pages
Exhibit F – School Counseling Program Protocol, consisting of three (3) pages
Exhibit G – School Psychology Program Protocol, consisting of three (3) pages

II. GENERAL PROVISIONS

- A. **Term of Agreement** - The term of this Agreement shall begin when fully executed and shall continue until 06/30/2021. 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 enrolled at that time shall be allowed to continue their placement until the conclusion of that academic semester.
- B. **Relationship of Parties** – Facility (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 Facility (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.
- Facility 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 Facility's directors, officers, agents or employees in the performance of this Agreement.
- D. **Insurance** - Each Party shall, at its own cost and expense, maintain general liability insurance, comprehensive or commercial form, with a minimum limit of \$1,000,000 for each occurrence and \$3,000,000 general aggregate. If Facility offers medical or professional services, Facility shall also carry professional liability (or errors and omissions) coverage with the same minimum limits. Each Party shall maintain workers' compensation insurance as required by law. University shall arrange for students to be covered by an insurance policy providing general and professional liability with limits of \$2,000,000 each occurrence and \$4,000,000 general aggregate. Workers' compensation insurance coverage for students shall be provided by Facility.
- E. **Confidentiality of Student Information** – University 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. **Health Testing** – If Facility requires a health history or testing (tuberculosis testing, current immunizations, flu shot, etc) for students prior to placement, students shall provide proof of satisfactory health history directly to Facility.

- G. Background Check/Finger-Printing** - If Facility requires University's students to undergo a background check or fingerprinting prior to placement, University students shall coordinate the results directly with Facility.
- H. Orientation** – Facility shall provide an orientation to students, including familiarity with the building/property and policies regarding safety and proper business operations.
- I. Governing Law** – This Agreement shall be construed in accordance with and governed by the laws of the State of California, except where superseded by federal law. All actions or proceedings arising in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts of the County of Los Angeles, State of California.
- J. Endorsement** - Nothing contained in this Agreement shall confer on any party the right to use the other party's name as an endorsement of a product or service, or to advertise, promote or market any product or service.
- K. Assignments** - This Agreement is not assignable in whole or in part by either Party.
- L. Fair Labor Standards Act and Displacement of Organization Employees** – It is not the intention of this Agreement for students to perform services that would displace or replace regular employees of Facility.
- M. Confidentiality of Medical Records (HIPAA)** – *[For clinical/medical placements]* All of Facility's medical records and charts created in connection with Clinical Training shall be and shall remain the property of Facility. For purposes of this Agreement and patient confidentiality under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), Students shall be considered to be members of Facility's "Workforce," as defined at 45 Code of Federal Regulations (C.F.R.) §160.103.

In the course of Clinical Training at Facility, Students may have access to Protected Health Information, as defined at 45 C.F.R. §160.103, and shall be subject to Facility's HIPAA Privacy and Security policies and procedures. Students may be required to participate in training related to Facility's HIPAA Privacy and Security policies and procedures.

The Parties agree that University is not a "business associate" of Facility under HIPAA. University will not be performing or assisting in the performance of covered HIPAA functions on behalf of Facility. There will be no exchange of individually identifiable protected health information between University and Facility.

- N. Locations** – If Facility operates more than one location capable of accepting student interns, all locations under its management or control will be covered by the terms of this Agreement.
- O. Nondiscrimination** – Neither Party shall discriminate unlawfully against any student in placement or continuation in a fieldwork program, nor shall they discriminate unlawfully against any employee or applicant for employment.
- P. Services Responsibility**- Facility retains professional and administrative responsibility for all services rendered at Facility.
- Q. Severability** - If any provision of this agreement is held invalid by any law, rule, order of regulation of any government, or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.
- R. Authority** - Each Party represents and warrants that the person(s) signing below on its behalf has the authority to enter into this Agreement and that this Agreement does not violate any of its existing agreements or obligations.
- S. Entire Agreement** – This document contains the entire agreement and understanding of the Parties, and supersedes all prior agreements, arrangements, and understandings with respect to the subject matter of this document. No amendment, alternation or variation of the terms of the Agreement shall be valid unless made in writing and signed by the Parties hereto.

University:

California State University, Long Beach
Attn: Procurement & Contractual Services
1250 Bellflower Blvd., BH-346
Long Beach, CA 90840-0123
(562)985-4296

Facility:

(please enter the complete legal name of the entity)
Hacienda La Puente USD

Street address

City, State, Zip

Phone Number

e-mail

Felissa Waynick

7/30/2020

University Signature

Date

Felissa Waynick, Risk Manager

Name and Title

Charles Park

8/31/20

Facility Authorized Signature

Date

Charles Park

Name and Title

HR Director

Exhibit A
COMMUNICATIVE DISORDERS:
SPEECH-LANGUAGE PATHOLOGY PROGRAM PROTOCOL

The California State University Long Beach (University) Speech-Language Pathology Program in the Communicative Disorders Department has been approved by the California State University (CSU) Trustees and accredited by the Western Association of Schools and Colleges and the American Speech, Language and Hearing Association.

This program requires clinical fieldwork experience/internship in professional agencies. Therefore, University and Facility recognize the mutual benefit in having students of the University's Communicative Disorders Department use the Facility for their fieldwork experience.

At all times during operation of this Agreement the students are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement, and are not employees or agents of the University.

I. FACILITY SHALL

- A. Permit students, designated by the University to receive Speech Pathology fieldwork experience at Facility, and shall furnish and permit such students, and University instructors reasonable access to a variety of professional opportunities within the scope of services offered by the Facility for such internship experience.
- B. Maintain the facilities and provide opportunities in such a manner that the minimum essentials (adequate supervision, safe environment and access to facility and supplies) for an approved fieldwork experience shall be met at all times.
- C. Permit and encourage members of the Facility's staff to participate in the instructional phase of the fieldwork experience.
- D. Permit the Facility's Director or other designated personnel to attend meetings of the University's Communicative Disorders Department Faculty, or any committee thereof, to coordinate the internship experience of the program provided for under this agreement.
- E. Have the right to refuse participation to any University student who is not participating satisfactorily in the program. In the event Facility determines a student is not satisfactorily participating in the program, Facility shall consult with University regarding the reasons for denying participation of such student.
- F. Notify the University's instructors, of any change in the professional credential status of the Facility's Speech Therapists (where applicable).

II. TRUSTEES, THROUGH THE UNIVERSITY, SHALL:

- A. Make an official request to the Facility for placement of a student or students within the Facility for the student's fieldwork experience.
- B. Keep all academic records of students participating in said program.

C. Designate a staff member to participate with the Facility designee in implementing and coordinating the program of supervised field placement.

D. Require every student to conform to all applicable Facility policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of the University and Facility.

E. In consultation and coordination with the Facility's Director and staff, plan for the internship experience to be provided to students under this Agreement.

F. In consultation and coordination with the Facility's Director arrange for periodic conferences between appropriate representatives of the University and Facility to evaluate the internship experience provided for under this Agreement.

III. FACILITY AND UNIVERSITY SHALL AGREE AS FOLLOWS:

A. The Facility and University shall be jointly responsible for determining and evaluating the program of experiences for the student assigned to the Facility.

B. Neither party shall be responsible for costs or expenditures incurred by the other in the conduct of the internship, other than those expenses defined in writing.

C. University's insurance does not cover Students driving their own automobiles. If the clinical educational assignment at the facility includes travel to other locations, each Student shall obtain and maintain automobile liability coverage in an amount equal to or greater than the minimum limits require by the State of California for the duration of the Student's clinical training experience.

D. If it is to the mutual benefit of the parties hereto that Facility employees enrolled in University's Department of Communicative Disorders at the Long Beach campus complete the clinical portion of graduate/undergraduate clinical training experience that clinical training assignment will be in an area not part of their regular employment assignment.

Exhibit B
FAMILY & CONSUMER SCIENCES PROGRAM PROTOCOL

The Trustees of the California State University, as well as state and national accrediting agencies, have approved various bachelors and graduate degree programs of the Family & Consumer Sciences department at California State University, Long Beach. The Family & Consumer Science programs requiring practical fieldwork experience for students includes Dietetics, Gerontology, Nutrition, Child Development, Family Life & Education, Fashion & Merchandising, and Hospitality Foodservice & Hotel Management.

At all times during operation of this Agreement the students are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement, and are not employees or agents of the University.

The fieldwork experience for Family & Consumer Science students placed at Facility shall operate as follows:

I. FACILITY SHALL:

A. Permit each student designated by University to receive practical fieldwork experience at the Facility and shall permit reasonable access to appropriate organizational facilities.

D. Maintain the facilities and provide the minimum essentials (adequate supervision, safe environment and access to facility and supplies) for an approved field education experience.

E. Coordinate emergency first aid or medical treatment if a student suffers an injury or illness during the course of a student's field education experience.

E. Provide members of the Facility's staff to participate in the instructional phase of the fieldwork experience.

F. Permit the Facility's Director and other designated personnel to attend meetings with University Faculty, or any committee thereof, to coordinate the fieldwork experience.

G. Have the right to refuse participation to any University student who is not participating satisfactorily in the program. In the event Facility determines a student is not satisfactorily participating in the program, Facility shall consult with University regarding the reasons for denying participation of such student.

H. Notify the University's instructors of any change in the Facility's contact personnel.

I. Assist University in verifying the student's attendance and participation in the program to ensure the requirements for awarding of academic credit are met.

II. UNIVERSITY SHALL:

A. Designate students for practical experience at the Facility, in such numbers as are mutually agreed to by both parties.

B. Supplying Facility with necessary student identification information.

- C. Work with Facility to supervise the instruction and fieldwork experience.
- D. Designate a staff member to participate with the Facility designee in planning, implementing and coordinating the fieldwork experience.
- D. Keep all attendance and academic records of students participating in fieldwork experience.
- E. Require every student to conform to all applicable Facility policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of the University and Facility.
- F. Require University's students to notify Facility's internship sponsor in advance of:
 - 1. Student schedules.
 - 2. Placement of students in fieldwork assignments.
 - 3. Changes in fieldwork assignments.
- G. In consultation and coordination with the Facility's personnel, students will establish goals for the fieldwork experience to be provided to students under the Agreement.

Exhibit C
CLINICAL AND GRADUATE NURSING PROGRAMS
PROGRAM PROTOCOL

The California State University Long Beach (University) and the Nursing Programs shown below are approved by the California State University (CSU) Trustees, and such a program requires clinical fieldwork experience and the use of clinical facilities.

The California Board of Registered Nurses has accredited the University's Nursing Program.

Both parties (University and Facility as identified on the signature page of this Agreement) agree to the mutual benefit hereto that students of the University's School of Nursing use the Facility for fieldwork experience.

At all times during operation of this Agreement the students are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement, and are not employees or agents of the University.

A. Facility Shall:

1. Permit upon approval designated University students to receive clinical nursing experience at Facility in the hereinafter listed types of University Programs, and shall furnish and permit such students and University instructors reasonable access to appropriate clinical facilities for such clinical field work experience to meet the program's written objectives.
2. Furnish appropriate clinical facilities, on a rotational basis, in such a manner that there will be no conflict in the use thereof between the University's students and those from other educational institutions, if any.
3. Maintain the clinical facilities used so that they at all times shall conform to the requirements of the California Department of Health Services and The Joint Commission.
4. Assure that staff is adequate in number and quality to insure safe and continuous health care to individuals.
5. Provide an orientation of the facility and its policies to faculty and students.
6. Coordinate emergency first aid or medical treatment if a student suffers an injury or illness during the course of a student's field education experience.
7. Permit and encourage members of the resident staff and attending medical staff of the Facility to participate in the instructional phase of the clinical nursing experience. This shall include permission to attend meetings of the University's Nursing Faculty, or any committee thereof, to coordinate the clinical nursing experience program provided for under this Agreement.
8. Have the right to refuse participation to any University student who is not participating satisfactorily in the program. In the event Facility determines a student is not satisfactorily participating in the program, Facility shall consult with University regarding the reasons for denying participation of such student.

B. For Programs in Graduate Nursing, Facility Shall Also:

Provide to University students, qualified preceptors for coordination and/or administration learning experience. Preceptors will plan, supervise and evaluate student learning experiences. Preceptors will meet with University faculty member(s) responsible for the Graduate Nursing Program to coordinate field placement learning experience. University and Facility will mutually agree upon selection of preceptors.

C. University Shall:

1. Designate enrolled University Nursing students to be assigned for clinical experience at Facility, in such numbers as are mutually agreed to by both parties.
2. Establish a rotation plan for the clinical nursing experience in the type of nursing specified in paragraph A.1 above; provided, however, that the specific training areas to be used therefore shall be selected subsequently by mutual agreement between Facility and University.
3. Certify to Facility at the time each student first reports at Facility to participate in said program that said student will comply with the health screening requirements including immunization and testing required by Facility, verification of background checks (life scans) and HIPPA training certification.
4. Maintain attendance and academic records of students participating in the Programs.
5. Require every student to conform to all applicable Facility policies, procedures, regulations, and all requirements and restrictions specified jointly by representatives of the University and Facility.
6. In consultation and coordination with Facility staff, plan for the clinical experience to be provided to students under this Agreement. This shall include an arrangement for periodic conferences between appropriate representatives of the University and Facility to evaluate the clinical fieldwork experience program provided under this Agreement.
7. Provide and be responsible for the care and control of the University's education supplies, materials and equipment used for instruction during said program.
8. Require University's clinical nursing instructors to notify Facility's staff in advance of:
 - Student nursing schedules
 - Placement of students in clinical assignments
 - Changes in clinical assignments

Exhibit D
EARLY FIELDWORK PROTOCOL

WHEREAS, The District/Agency is authorized to enter into agreements with the State to provide early fieldwork experiences to students enrolled in University programs to prepare educational professionals, NOW, THEREFORE, it is mutually agreed between the State and the District as follows:
The State University and the District are as follows:

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

DISTRICT

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.

EXHIBIT E
BASIC CREDENTIAL PROGRAMS FOR STUDENT TEACHING PROTOCOL

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

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.

EXHIBIT F
SCHOOL COUNSELING PROGRAM PROTOCOL

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

WHEREAS, it is to the mutual benefit of the parties hereto that candidates of the UNIVERSITY use the education facilities of the FIELDWORK SITE 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 FIELDWORK SITE.
2. The UNIVERSITY shall complete periodic evaluations of the candidate regarding his/her performance at the FIELDWORK SITE or, when site visit is precluded by excessive distance, as by arrangement between the UNIVERSITY faculty member and the FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE.

RESPONSIBILITIES OF THE CANDIDATE DURING FIELDWORK

1. If required for employment **with** the school district, the candidate will forward to the FIELDWORK SITE 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 FIELDWORK SITE, 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 FIELDWORK SITE.
5. The candidate will obtain prior written approval of the FIELDWORK SITE and the UNIVERSITY before publishing any materials relating to the fieldwork experience.
6. The candidate, in collaboration with the supervising school counselor at the FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE of illness, accident, or any other situation that does not allow the candidate to fulfill the prearranged program at the FIELDWORK SITE.
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 FIELDWORK SITE to determine any unique or unusual personal safety issues that may be present.

RESPONSIBILITIES OF THE FIELDWORK SITE

1. The FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE will accept no more candidates from the UNIVERSITY than the FIELDWORK SITE 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 FIELDWORK SITE will provide the candidate with a thorough orientation to the FIELDWORK SITE administrative policies, standards and practices and other field experience competencies as outlined by the UNIVERSITY.
6. The FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE will assure that the designated supervisor will serve as a model school counselor engaging in broad and diverse service delivery.
9. The FIELDWORK SITE agrees that the designation of a fieldwork supervisor is subject to the approval of the UNIVERSITY.
10. The FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE supervisor or administrator and the UNIVERSITY supervisor.
14. The FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE, or whose health status is a detriment to his/her successful completion of the fieldwork experience. Prior to cancellation or termination, the FIELDWORK SITE and the UNIVERSITY will consult about the proposed action.

EXHIBIT G
SCHOOL PSYCHOLOGY PROGRAM PROTOCOL

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

WHEREAS, it is to the mutual benefit of the parties hereto that interns of the UNIVERSITY use the education facilities of the INTERNSHIP SITE 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 INTERNSHIP SITE.
2. The UNIVERSITY shall complete periodic evaluations of the intern regarding his/her performance at the INTERNSHIP SITE or, when site visit is precluded by excessive distance, as by arrangement between the UNIVERSITY faculty member and the INTERNSHIP SITE 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 INTERNSHIP SITE 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 INTERNSHIP SITE.

RESPONSIBILITIES OF THE INTERN

1. If required for employment with the school district, the intern will forward to the INTERNSHIP SITE 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 INTERNSHIP SITE, 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 INTERNSHIP SITE.
5. The intern will obtain prior written approval of the INTERNSHIP SITE and the UNIVERSITY before publishing any materials relating to the internship experience.
6. The intern, in collaboration with the supervising school psychologist at the INTERNSHIP SITE 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 INTERNSHIP SITE and the UNIVERSITY faculty member, will plan activities in each area included in the NASP School Psychology Program Standards (i.e., the 10 domains of the NASP Practice Model).
8. The intern will provide the supervising school psychologist at the INTERNSHIP SITE with a copy of the Program's Internship Guidelines for Fieldwork Supervision and the recommended Continuum of Experiences (i.e., NASP Practice Model)
9. The intern, in collaboration with the supervising school psychologist at the INTERNSHIP SITE and the UNIVERSITY faculty member, will integrate course requirements into the internship experience.
10. The intern, in collaboration with the supervising school psychologist at the INTERNSHIP SITE 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 INTERNSHIP SITE 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 INTERNSHIP SITE of illness, accident or any other situation, which does not allow the intern to fulfill any prearranged activities at the INTERNSHIP SITE.
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 INTERNSHIP SITE to determine any unique or unusual personal safety issues, which may be present.

RESPONSIBILITIES OF THE INTERNSHIP SITE

1. The INTERNSHIP SITE 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 INTERNSHIP SITE 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 INTERNSHIP SITE 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 INTERNSHIP SITE will accept no more interns or graduate students from the UNIVERSITY than the INTERNSHIP SITE staff, space, and program permit; and except in pre-negotiated circumstances, any one supervisor will provide concurrent supervision to no more than two interns or students.
5. The INTERNSHIP SITE will provide the intern with a thorough orientation to the INTERNSHIP SITE administrative policies, standards and practices and other field experience competencies as outlined by the UNIVERSITY.
6. The INTERNSHIP SITE will assure that the intern will be free to participate in UNIVERSITY- and program-related seminars and activities, 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 INTERNSHIP SITE 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 INTERNSHIP SITE will assure that the designated supervisor will serve as a model school psychologist engaging in broad and diverse service delivery.
9. The INTERNSHIP SITE agrees that the designation of an intern supervisor is subject to the approval of the UNIVERSITY.
10. The INTERNSHIP SITE 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 INTERNSHIP SITE supervisor, in collaboration with the UNIVERSITY supervisor, will complete periodic evaluations of the intern's performance with written reports of that evaluation near the end of each university semester.
12. The INTERNSHIP SITE 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 INTERNSHIP SITE 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 INTERNSHIP SITE supervisor or administrator and the UNIVERSITY supervisor.

14. The INTERNSHIP SITE 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 related services.
15. The INTERNSHIP SITE 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, intervention and assessment 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 INTERNSHIP SITE 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 INTERNSHIP SITE, or whose health status is a detriment to his/her successful completion of the internship. Prior to cancellation or termination, the INTERNSHIP SITE and the UNIVERSITY will consult about a proposed plan of action.

EXHIBIT H

Hacienda La Puente Unified School District Student Teacher/ Traineeship Guidelines

Student teaching is a wonderful opportunity to learn from a master teacher in a natural setting that comes with great responsibility. The desire to improve knowledge and guide young people onto a successful path in life are part of what motivates a teacher to take on such responsibility and place themselves into a position that requires them to have and demonstrate the highest moral and ethical standards. Standards they can be proud of, and they can serve as a model for the students they teach. As the student teacher strives to help each student realize his/her potential as an integral and productive member of society, he/she must stimulate the spirit of inquiry, the acquisition of knowledge, the understanding, and the thoughtful formulation of worthy goals. In fulfillment of this obligation to students, the student teacher:

1. Shall make reasonable effort to protect the students from conditions harmful to learning, health, and safety.
2. Shall not expose students to embarrassment or humiliation.
3. Shall not, on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social or cultural background or sexual orientation, unfairly exclude any student from participation in any program, deny benefits to any student, and/or grant any advantage to any student.
4. Shall not use professional relationships with students for private advantage, nor have any personal relationship with students.
5. Shall not disclose information in the course of professional service unless it is required by law.
6. Shall not make false or malicious statements about a colleague, student, parent, and/or community member.
7. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.
8. Shall not use social media to communicate with students other than district initiated platforms that students and parents use.
9. Shall adhere to all rules and regulations of the school site and of the district.
10. Shall not place hands on a student, or cause a student harm through action or negligence.

Failure to adhere to these rules and regulations and all policies of the school district may result in immediate termination of the student teaching assignment.

EXHIBIT I

SOCIAL WORK PROGRAM PROTOCOL

The California State University Long Beach (University) Graduate/Undergraduate Social Work Major is approved by the California State University (CSU) Trustees and accredited by the Council on Social Work Education.

University and Facility recognize the mutual benefit of having students enrolled in University's Social Work program use the Facility for their fieldwork experience.

At all times during operation of this Agreement the students are considered learners who are fulfilling specific requirements for field experiences as part of a degree and/or credential requirement, and are not employees or agents of the University.

I. FACILITY SHALL:

- A. Permit each student designated by the University to receive clinical social work fieldwork experience at the Facility and shall permit such students and University social work instructors reasonable access to appropriate social work facilities for such clinical social work fieldwork experience.
- B. Furnish appropriate facilities, on a rotational basis, in such a manner that there will be no conflict in the use thereof between the University's students and students from other educational institutions.
- C. Maintain the facilities and provide opportunities in such a manner that the minimum essentials (adequate supervision, safe environment and access to facility and supplies) for an approved fieldwork experience to be met.
- D. Assure that staff is adequate in number and quality to ensure safe and continuous client services to individuals.
- E. Permit the Facility's social work director and other designated personnel to attend University social work faculty meetings, or any committee thereof, to coordinate the fieldwork experience program provided for under this Agreement.
- F. Have the right to refuse participation to any University student who is not participating satisfactorily in the program. In the event Facility determines a student is not satisfactorily participating in the program, Facility shall consult with University regarding the reasons for denying participation of such student.
- G. Notify University social work instructors of any change in the Facility's social work director/management appointments.

- H. Coordinate emergency first aid or medical treatment if a student suffers an injury or illness during the course of a student's field education experience.

II. UNIVERSITY SHALL:

- A. Designate enrolled University social work students for social work experience at the Facility, in such numbers as are mutually agreed to by both parties.
- B. Work with Facility to establish a rotation plan for the various types of social work experience.
- C. Keep all attendance and academic records of students participating in said program.
- D. Be responsible for student professional activities and conduct while in the Facility.
- E. Require every student to conform to all applicable Facility policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of University and Facility.
- F. Require University's social work instructors to notify Facility's director in advance of:
1. Student social work schedules.
 2. Placement of students in fieldwork assignments.
 3. Changes in fieldwork assignments.
- G. In consultation and coordination with the Facility's social work director and social work staff, plan for the fieldwork experience to be provided to students under this Agreement.
- H. In consultation and coordination with the Facility's social work director arrange for periodic conferences between appropriate representatives of University and Facility to evaluate the fieldwork experience program provided under this Agreement.

Additional Requirements Per Hacienda La Puente Unified School District: (Some could be repetitive in the MOU)

- UNIVERSITY agrees to indemnify, defend and hold DISTRICT, its board of education members, officers, employees, agents and representatives, free and harmless from all claims, demands, losses, costs, expenses, liabilities and damages, including attorneys' fees and costs, arising from any negligent act or omission or intentional conduct of UNIVERSITY, its trustees, officers, employees, agents and representatives, student teachers regarding the subject matter of this Agreement.
- Workers' Compensation Insurance as required by law. UNIVERSITY shall provide Workers' Compensation coverage for its participating students.
- DISTRICT may, at its sole discretion, refuse to accept any student of UNIVERSITY assigned to DISTRICT, and upon request of DISTRICT, UNIVERSITY shall terminate the assignment of any student of UNIVERSITY to DISTRICT who does not adhere to the District's Guidelines (Exhibit ST).
- UNIVERSITY shall ensure that participating students shall be free from active tuberculosis and shall provide evidence of tuberculosis screening administered prior to the assignment start date at DISTRICT.
- Commercial General Liability Insurance in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate, including an additional insured endorsement naming the other party as an additional insured.
- Student teachers will follow HLPUSD Traineeship Guidelines
- FINGERPRINTING/BACKGROUND CHECKS. In accordance with California Education Code Section 44320 (d), each Student Teacher or candidate prior to assignment to Affiliate must obtain at their sole expense a "Certificate of Clearance," which includes a completed Live Scan Service. The University will ensure that each Student Teacher or Candidate receives this Certificate of Clearance prior to reporting to any assignment in the jurisdiction of District.

**Hacienda La Puente Unified School District
Student Teacher / Traineeship Guidelines (ST)**

Student teaching is a wonderful opportunity to learn from a master teacher in a natural setting that comes with great responsibility. The desire to impart knowledge and guide young people onto a successful path in life are part of what motivates a teacher to take on such responsibility and place themselves into a position that requires them to have and demonstrate the highest moral and ethical standards. Standards they can be proud of, and they can serve as a model for the students they teach. As the student teacher strives to help each student realize his/her potential as an integral and productive member of society, he/she must stimulate the spirit of inquiry, the acquisition of knowledge, the understanding, and the thoughtful formulation of worthy goals. In fulfillment of this obligation to students, the student teacher:

1. Shall make reasonable effort to protect the students from conditions harmful to learning, health, and safety.
2. Shall not expose students to embarrassment or humiliation.
3. Shall not, on the basis of race, color, creed, gender, national origin, marital status, political or religious beliefs, family, social or cultural background or sexual orientation, unfairly exclude any student from participation in any program, deny benefits to any student, and/or grant any advantage to any student.
4. Shall not use professional relationships with students for private advantage, nor have any personal relationship with students.
5. Shall not disclose information in the course of professional service unless it is required by law.
6. Shall not make false or malicious statements about a colleague, student, parent, and/or community member.
7. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.
8. Shall not use social media to communicate with students other than district initiated platforms that students and parents use.
9. Shall adhere to all rules and regulations of the school site and of the district.
10. Shall not place hands on a student, or cause a student harm through action or negligence.

Failure to adhere to these rules and regulations and all policies of the school district may result in immediate termination of the student teaching assignment.