

## 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 Irvine Unified School District ("School").

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 School 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 School ("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:*

- Exhibit A – Early Fieldwork, consisting of one (1) page
- Exhibit B – Basic Credential Programs, consisting of five (5) pages
- Exhibit C – Educational Administration, consisting of three (3) pages
- Exhibit D – School Counseling, consisting of three (3) pages
- Exhibit E – School Psychology, consisting of four (4) pages
- Exhibit L – Library Services Credential, consisting of two (2) pages
- Exhibit M – Speech and Language Pathology, consisting of two (2) pages
- Exhibit N – Nursing, consisting of two (2) pages
- Exhibit O – Marriage and Family Therapy, consisting of seven (7) pages

**II. GENERAL PROVISIONS**

- A. Term of Agreement** - The term of this Agreement shall be operative from date of full execution until July 1, 2023. 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** – School (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 School (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.

School 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 School's directors, officers, agents or employees in the performance of this Agreement.

The parties agree that the students are considered learners who are fulfilling specific requirements for field experiences as a part of a degree and/or credentialed requirement. Therefore, regardless of the nature or extent of the acts performed by them, students are not to be considered employees or agents of either the UNIVERSITY or the FIELDWORK SITE for any purpose including Worker's Compensation or any other employee benefit programs. The students shall not be entitled to any monetary remuneration for services performed by them in the course of their training.

- 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 School determines that the services provided by University's students involve more than limited contact with School's students, University students shall be finger-printed as required by the School before services commence pursuant to California Education Code §45125.1.
- G. **Services Responsibility-** School retains professional and administrative responsibility for services rendered at the School.
- H. **Tuberculosis Testing-** If School determines that the services provided by University students involve more than limited contact with School's students, University students shall provide School the results of a recent tuberculosis test.
- I. **Student Safety and Personal Risk-** The School shall inform the participating student of any potential health or safety risks associated with their field placement.
- J. **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 state courts of the County of Los Angeles, State of California.
- K. **Assignments -** This Agreement is not assignable in whole or in part.
- L. **Renewal -** This agreement may be renewed by mutual written consent of authorized representatives of the parties. Nothing herein guarantees any such renewal(s).
- M. **Endorsement -** Nothing contained in this Agreement shall be construed as conferring on any party hereto any right to use the other party's name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore, nothing in this Agreement shall be construed as endorsement of any commercial product or service by University its officers or employees.
- N. **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 the School.
- O. **Nondiscrimination -** During the performance of this Agreement, the Parties may not deny placement under this Agreement to any student on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor may they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. The parties will insure that the evaluation and treatment of students are free of such discrimination.
- P. **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.



**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



## 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, FIELDWORK SITE 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, FIELDWORK SITE believes the services to be provided by the students 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 students 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 student 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 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 FIELDWORK SITE.
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 FIELDWORK SITE.

**RESPONSIBILITIES OF THE STUDENT**

1. The student will conform to the administrative policies, standards and practices of the FIELDWORK SITE 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 FIELDWORK SITE.
3. The student will provide his/her own transportation to the FIELDWORK SITE.

4. The student will obtain prior written approval of the FIELDWORK SITE and the UNIVERSITY before publishing any materials relating to the fieldwork experience.
5. The student, in collaboration with the supervising school administrator at the FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE of illness, accident, or any other situation which does not allow the student to meet the prearranged program at the FIELDWORK SITE.
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 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 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 FIELDWORK SITE 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 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 student will be assigned.
4. The FIELDWORK SITE will accept no more graduate students from the UNIVERSITY than the FIELDWORK SITE 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 FIELDWORK SITE will provide the student with a thorough orientation to the FIELDWORK SITE administrative policies, standards and practices.
6. The FIELDWORK SITE 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 FIELDWORK SITE will assure that the designated supervisor will serve as a model school administrator engaging in broad and diverse service delivery.
8. The FIELDWORK SITE agrees that the designation of fieldwork supervisor is subject to the approval of the UNIVERSITY.

9. The FIELDWORK SITE 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 FIELDWORK SITE 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 FIELDWORK SITE assures that the student will receive ongoing supervision, especially at the beginning of the fieldwork experience.
12. The FIELDWORK SITE 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 FIELDWORK SITE, or when health status is a detriment to the student's successful completion of the fieldwork assignment. Prior to cancellation or termination, the FIELDWORK SITE and the UNIVERSITY will consult about the proposed action.

## **DISTRICT AFFILIATION AGREEMENT**

### **Exhibit D**

#### **SCHOOL COUNSELING PROGRAM**

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.

## **DISTRICT AFFILIATION AGREEMENT**

### **Exhibit E**

## **SCHOOL PSYCHOLOGY PROGRAM**

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 8 standards within the NASP Blueprint III).
8. The intern will provide the supervising school psychologist at the INTERNSHIP SITE 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 INTERNSHIP SITE 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 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 meet the prearranged program 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 for 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 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 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 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 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 direct 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, 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 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 the proposed action.

SPECIFIC PROTOCOL  
COMMUNICATIVE DISORDERS:  
SPEECH-LANGUAGE PATHOLOGY PROGRAM  
Student Field Placement Agreement  
Exhibit M

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 contract the intern will be in a student-educational institutional relationship and not considered to be an employee or agent of either University or Facility.

**I. FACILITY SHALL**

- A. Permit students, designated by the University pursuant to Paragraph "II. A" below to receive Speech Pathology fieldwork experience at Facility, and shall furnish and permit such students, and University instructors free 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, after consultation with the University, to refuse to accept for further internship experience a University student who in the Facility's judgment is not participating satisfactorily in said program.
- 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. That in compliance with the Civil Rights Act of 1964 (Title VI and Title VII), Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, neither party will discriminate on the basis of race, color, national origin, ethnicity, religion, sex, handicap, or age in any of its policies, procedures, or practices, nor discriminate on the basis of marital status or sexual orientation.

D. At all times during operation of this contract the intern will be in a student-educational institutional relationship and not considered to be an employee or agent of either University or Facility, unless the relationship is one covered in F-G as referenced herein below.

E. 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.

F. If it is to the mutual benefit of the parties hereto that Facility employees (hereinafter Students) 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.

G. In the event of employment at the Facility, University's Students are not included in its referenced insurance or funded self-insurance program. Said Students shall obtain and maintain their own insurance coverage in the same amounts. It shall be University's responsibility to make sure that the required insurance coverage has been obtained and is maintained by its Students.

CLINICAL AND GRADUATE NURSING PROGRAMS  
PROGRAM PROTOCOL  
Student Field Placement Agreement  
Exhibit N

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



STUDENT FIELDWORK PLACEMENT AFFILIATION AGREEMENT  
with NON-HIGHER EDUCATION AGENCIES  
MARRIAGE and FAMILY THERAPY PROTOCOL

Exhibit O

The California State University, Long Beach Master's degree program in Counseling - Marriage and Family Therapy Option (MFT) is approved by the California State University (CSU) Trustees and accredited by the California Board of Behavioral Sciences. Both parties (University Agency agree to the mutual benefit hereto that students of the Marriage and Family Therapy Option Program use facilities of the Agency for practicum and fieldwork experiences.

Students shall at all times have the status of learners and shall not be considered employees or agents of either the University or the Agency. In those cases in which the student is already an employee of the Agency, the fieldwork assignment shall be in a different setting and under different supervision than that for which the student receives standard compensation.

There may be multiple Agency Sites available for fieldwork experience for Program students.

**A. RESPONSIBILITIES OF THE AGENCY**

The Agency practicum and fieldwork experience Site shall:

1. Permit each student designated by the Program pursuant to paragraph B.1 below to receive clinical field experience at an appropriate Agency Site and shall permit such students and Program faculty free access to appropriate fieldwork facilities.
2. Furnish appropriate facilities in such a manner that there will be no conflict in the use thereof between the Program's students and students from other educational institutions.
3. Maintain the facilities and provide opportunities in such a manner that the minimum essentials (adequate supervision, safe environment, access to facility, supplies) for an approved fieldwork experience shall be met at all times.
4. Have the right, after consultation with the Program, to refuse to accept for further practicum/fieldwork experience any Program student who in the Agency Site's judgment is not participating satisfactorily in said fieldwork experiences. Agencies are expected to fulfill the agreed obligations with the trainee. Any circumstance which arises which threatens significantly to alter or disrupt the training of the Trainee as specified on the agreement should be reported by the Agency immediately to the Faculty Coordinator. Where the circumstance or concern is not resolved, the Agency may, upon reasonable notice to the Faculty Coordinator and the Trainee, terminate the Trainee's site placement.

5. Give at least two weeks written notice to the Trainee and CSULB's MFT Faculty Coordinator of the intent not to certify any further hours of experience for the Trainee. If the site supervisor has not provided such notice, the site supervisor shall sign for hours of experience obtained in good faith by the Trainee where the supervisor actually provided the required supervision.
6. Provide a minimum of 500 total hours of practicum/fieldwork experience to each Trainee during the 12-month training (*effective August 1, 2012, the minimum requirement increases to 600 total hours per the California Board of Behavioral Sciences*).
7. Provide a minimum of 150 hours of face-to-face counseling client contact during the 12-month training (*effective August 1, 2012, the California Board of Behavioral Sciences requirement increases to 225 hours of face-to-face counseling, including up to 75 hours client centered advocacy*).
8. Provide a minimum of 7 to 10 counseling cases per week on an ongoing basis (including individuals, couples, families, group, and/or children).
9. Assure that the Trainee will receive weekly ongoing supervision in accordance with the California Board of Behavioral Sciences (BBS) requirements (1 unit of supervision for every 5 hours of client contact per week; 1 unit = 1 hours of individual supervision or 2 hours of group supervision). In addition, Trainee will receive at least 1 hour of individual supervision per week or 2 hours of group supervision per week or both. Supervision of Trainee at this level must be provided by a licensed mental health professional consistent with the BBS Responsibility Statement for a Supervisor of MFTs.
10. Through the clinical supervisor, clearly inform the Trainee, prior to the commencement of supervision, of duties and expectations as well as the methods by which the quality of counseling performed by the Trainee will be monitored and evaluated. It may include direct observation, audio or video recording, review of progress and process notes or records, or by any of the aforementioned combination or other means that is deemed professionally appropriate.
11. Through the clinical supervisor, provide organizational and clinically structured experiences as well as provide comments and criticism in an ethical, professional, and supportive manner that will enable appropriate Trainee growth.
12. Through the clinical supervisor, provide weekly face to face meetings, scheduled in advance for a specified date and time and preferably at the same time. Supervision sessions should not be canceled without rescheduling for the same week, except under unusual circumstances (e.g., illness or vacation). Both individual and group supervision should focus on the activity for which the Trainee is being supervised (i.e., therapy). With respect to group supervision in particular, the supervision time must include ample opportunity for trainees to present their own work. Group size must be no larger than 8 to allow each trainee sufficient time to present his/her case material.

13. Through the clinical supervisor, provide a professional setting that promotes effective supervision, i.e., in a private office/room, with no interruptions except for extreme emergencies.
14. Through the clinical supervisor, complete 6 periodic evaluations of the Trainee's performance during the 12-month placement.
15. At the outset of the Trainee's Early Fieldwork or Practicum experience, inform and clarify the Agency's policies, procedures, risk management procedures, and methods for determining when and how a Trainee will begin conducting assessment interviews and direct counseling activities to enable a clear understanding of the expectations between all involved parties.
16. Advise the Program of any personal safety issues, concerns, or requirements that are pertinent to the location or specific area in which the student will be assigned.

#### **B. RESPONSIBILITIES OF THE UNIVERSITY MARRIAGE AND FAMILY THERAPY PROGRAM**

The Program shall:

1. Assure that the Trainee shall be eligible for fieldwork only after formal review and recommendation by the program.
2. Assure that the Trainee will participate in the fieldwork placement for the duration of the 12-month training year.
3. Be responsible for Trainee professional activities and conduct while at the Agency Site.
4. Require every Trainee to conform to all applicable Agency Site policies, procedures, and regulations, and all requirements and restrictions specified jointly by representatives of the Program and the Agency.
5. In consultation with Agency Site personnel, plan for the fieldwork experience to be provided to students under this Agreement.
6. In consultation with Agency's Site personnel, arrange for periodic conferences between CSULB Program faculty and the Agency Site clinical supervisor to evaluate the practicum/fieldwork experience provided under this Agreement.

#### **C. RESPONSIBILITIES OF THE TRAINEE**

The Trainee shall:

1. Conform to the policies, standards and practices of the Agency Site and to the ethical and legal standards of the profession.

2. Behave in the utmost professional, ethical, and legal manner at his/her field placement in accordance with California Board of Behavioral Sciences (BBS) laws and standards as well as the California Association of Marriage and Family Therapists (CAMFT) Code of Ethics.
3. Identify himself/herself to clients as a "Counseling Trainee" or "Graduate Counseling Trainee" so that his/her training status is clearly acknowledged. The Trainee will indicate this to each and every client seen.
4. Provide his/her own transportation to the Agency Site.
5. Obtain prior written approval of the Agency Site and the Program before publishing any materials relating to the fieldwork experience.
6. In collaboration with the Agency Site clinical supervisor will set times, location and responsibilities of the fieldwork experience. Trainees are expected to be at their Fieldwork/Practicum placement the stipulated number of hours each week regardless of semester breaks, holiday periods, and/or summer breaks unless excused.
7. Obtain 6 written periodic evaluations of performance from the Agency Site clinical supervisor during the 12-month training year and will submit that original written evaluation according to the schedule established by the Program faculty member. This written evaluation is required prior to posting a grade for the fieldwork assignment.
8. Participate in the 6 evaluation meetings with their clinical site supervisor and attend all Practicum and Fieldwork meetings at the University.
9. Notify the Agency Site of illness, accident, or any other situation that does not allow the student to meet the prearranged meetings at the Agency Site. Problems in fulfilling obligations are to be reported to the Agency Site clinical supervisor and the Program faculty either in advance or within the same week.
10. If a Trainee believes s/he is not being properly supervised, s/he must inform the Agency Site clinical supervisor and the CSULB Coordinator directly, promptly, and professionally. If the Trainee believes that there would be adverse consequences for doing so, the problems with the supervisor should be reported promptly to the MFT coordinator. Unsatisfactory resolution of the problem after discussion with the supervisor should also be reported. If the problem is not resolved, the Trainee may, with reasonable notice to the Agency and the concurrence of the University coordinator, resign.
11. The Trainee will inform the Program of any changes in the on-site schedule.
12. A Trainee who earns a **rating of 2 or less on any two items** on the End of Semester Evaluation of Practicum (COUN 609) or the Fieldwork courses (643D or 644D) will receive a No Credit grade for that course. If the Trainee receives a No Credit grade, the accrued hours for that semester will not count. The Trainee will also not be permitted to enroll in the next level of fieldwork. The Agency Site clinical supervisor, University instructor and/or the



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MFT Coordinator, and the Trainee will describe a written plan and contract that will describe a reasonable timeline and activities to improve the evaluation deficiencies. A Trainee who does not fulfill the terms of this plan/contract within the following semester will receive No Credit, no experience hours counted, and will be required to meet with the MFT Counseling faculty to determine Trainee's retention in the MFT program.

13. If the Trainee receives the No Credit grade 2 times in COUN 609, the Trainee will not be able to continue in the program.

