

CALIFORNIA STATE UNIVERSITY, LONG BEACH

SCHOOL PSYCHOLOGY PROGRAM-DISTRICT INTERNSHIP AGREEMENT

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The following are agreements between the school psychology program at California State University, Long Beach (UNIVERSITY), school district/internship site and supervisor (DISTRICT); and school psychology graduate student/intern (INTERN) for completion of the school psychology internship/fieldwork experience (INTERNSHIP).

The DISTRICT will provide supervised field experiences to the INTERN in accordance to the INTERNSHIP requirements set forth by the California Commission on Teacher Credentialing (CTC) leading to the Pupil Personnel Services Credential in School Psychology.

Is so doing, the UNIVERSITY, DISTRICT, and INTERN agree to the following:

RESPONSIBILITIES OF THE UNIVERSITY

1. The UNIVERSITY shall designate in writing a faculty member (i.e., "University Supervisor") to collaborate with the DISTRICT in coordinating the INTERNSHIP experience.
2. The UNIVERSITY shall complete periodic evaluations of the INTERN while engaged in internship-related activities at the DISTRICT (e.g., observations and interviews) or, if a site visit is precluded due to excessive distance, as arranged by the UNIVERSITY and DISTRICT. Alternate evaluations of the INTERN may be conducted via phone, email, or other web-based communication. UNIVERSITY priority however, is on-site observation of the INTERN and in-person interview with the DISTRICT.
3. The UNIVERSITY shall provide, at a minimum, four (4) hours of face-to-face supervision per month to the INTERN.
4. The UNIVERSITY will assure that the INTERN shall be eligible for INTERNSHIP as evidenced by recommendation of the UNIVERSITY.
5. The UNIVERSITY and DISTRICT expect the INTERN to participate in internship-related activities at the DISTRICT for the duration of the academic or school year.

6. The UNIVERSITY and the INTERNSHIP SITE agree that INTERN selection and placement shall not be 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 the Internship Credential is required for employment with the DISTRICT, the INTERN will notify the CSULB school psychology program director regarding his/her eligibility to obtain the Internship Credential. Thereafter, it is the responsibility of the INTERN and DISTRICT to contact the CSULB Credential Office regarding obtaining the Internship Credential from CTC, the issuer of the Internship Credential.
2. The INTERN will conform to the administrative policies, standards, and practices of the DISTRICT, as well as the ethical and legal standards of the school psychology profession.
3. In both written and verbal forms, the INTERN shall identify himself/herself to the public (i.e., school personnel, students, parents, community agencies, etc.) as "School Psychology Intern."
4. The INTERN will provide his/her own transportation to and from the DISTRICT.
5. The INTERN will obtain prior written approval from the DISTRICT and the UNIVERSITY before publishing any materials relating to INTERNSHIP.
6. Prior to the start of INTERNSHIP, the INTERN, in collaboration with the DISTRICT and UNIVERSITY, will establish INTERNSHIP (a) dates and locations, (b) responsibilities, and (c) anticipated activities in accordance to the National Association of School Psychologists Standards for Training and Practice.
7. The INTERN, in collaboration with the supervising DISTRICT school psychologist and UNIVERSITY supervisor, will engage in specific coursework activities at the DISTRICT under the supervision of the University Supervisor and DISTRICT.
8. The INTERN will obtain written evaluation of performance from the DISTRICT supervisor(s) at least once each semester and submit that written evaluation according to the paperwork and schedule established by the UNIVERSITY supervisor. This written evaluation is required prior to posting a grade for the internship course.
9. The INTERN will notify the DISTRICT of illness, accident, or any other situation that would preclude the INTERN from participating in agreed upon INTERNSHIP activities at the DISTRICT.
10. The INTERN will inform the UNIVERSITY of any changes to dates, times, and locations of the INTERNSHIP.

RESPONSIBILITIES OF THE INTERNSHIP SITE (DISTRICT)

1. The DISTRICT will provide opportunities for the INTERN to develop a broad and diverse role, including development of professional competence in, for example, assessment, intervention, counseling, consultation, and research.
2. The DISTRICT will provide opportunities for the INTERN to develop professional competencies in a broad range of programs and populations, including but not limited to general education, special education, bilingual education, migrant education, ages, disabilities, cultures, languages, socioeconomic, and ethnicities.
3. The DISTRICT will advise the UNIVERSITY of any personal safety issues, concerns or requirements that are pertinent to the location or specific area in which the INTERN will be assigned.
4. The DISTRICT will accept no more INTERNS or graduate students than DISTRICT staff, space, and program permit; and except in pre-negotiated circumstances, any one supervisor will provide concurrent supervision for no more than two INTERNS or graduate students.
5. The DISTRICT will provide the INTERN with a thorough orientation to DISTRICT administrative policies, standards, and practices.
6. The DISTRICT will assure that the INTERN will be free to participate in UNIVERSITY activities and spend at least one day (20%) each week to pursue individual professional goals and development. This may be waived in the case of interns receiving salary and benefits commensurate with a professional support service provider.
7. The DISTRICT will designate up to two school psychologists who have at least two years experience as school psychologists to serve as the INTERN's supervisors. After the first few months, the INTERN may also work with other experienced school psychologists for specific activities.
8. The DISTRICT will assure that the designated supervisor will serve as a model school psychologist engaging in broad and diverse service delivery.
9. DISTRICT acknowledges that the supervising school psychologist(s) will not receive compensation for supervising the INTERN.
10. The DISTRICT agrees that the designation of the school psychologist supervisor(s) is subject to the approval of the UNIVERSITY.
11. The DISTRICT supervisor(s) 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 psycho-educational reports must be co-signed by the supervising school psychologist throughout the internship year.

12. The DISTRICT supervisor(s), in collaboration with the UNIVERSITY, will complete periodic written evaluations of the INTERN's performance. The written evaluation form will be provided by the INTERN to the DISTRICT at the end of each university semester.
13. The DISTRICT assures that the INTERN will receive face-to-face supervision for a minimum of two hours a week; however, as many as four hours a week may be needed, especially at the beginning of the internship experience.
14. The DISTRICT assures that the workload of the INTERN will not exceed seventy-five percent (75%) of that which a credentialed school psychologist would work, and that the INTERN shall serve no more than two schools and possibly one special program. It is presumed that the INTERN will maintain his/her assigned school placement(s) for the full academic school year. Any deviation from this should be made by cooperative agreement between the DISTRICT supervisor or administrator and the UNIVERSITY supervisor.
15. The DISTRICT assures that the INTERN will devote not more than forty percent (40%) of his/her time to psycho-educational evaluations and related activities. The DISTRICT assures that the INTERN will be given multiple opportunities to prepare to assume a school psychologists role the following year, including completing initial and triennial assessments from beginning to end.
16. The DISTRICT assures that the INTERN will be treated by the DISTRICT as part of the professional staff; provided salary and benefits (if applicable) as specified in the DISTRICT contract or in an attached addendum; provided a supportive work environment, adequate supplies, counseling and test materials, and access to computer, internet, and e-mail; encouraged to participate in DISTRICT, SELPA, or county committees; and provided release time to attend professional development opportunities, and professional association meetings and conferences.
17. The DISTRICT will notify the UNIVERSITY in writing the desire to terminate or cancel any INTERNSHIP agreement when performance by the INTERN is unsatisfactory, or INTERN personal competencies are below those acceptable by the DISTRICT, or INTERN health status is a detriment to his/her successful completion of the INTERNSHIP. Prior to cancellation or termination, the DISTRICT and UNIVERSITY will consult about the proposed action.

UNIVERSITY-DISTRICT-INTERN AGREEMENT

Participating School District

Antelope Valley Union HSD

Signature of Employer/District Rep

Shardis King Asst Supt, 7-15-19
(Title, Date)

Signature of CSULB College of Ed Rep

Kristen O'Connell Asst. Director 7/17/19
(Title, Date)

Signature of CSULB Contracts Manager

Andrew Calderon 7/19/2019
(Title, Date)

**ANDREW CALDERON
CONTRACT MANAGER
PROCUREMENT &
CONTRACTUAL SERVICES**