



**California State University, Long Beach
District-University Internship Agreement (MOU)
Multiple Subject Intern Program
Single Subject Intern Program
Education Specialist Intern Program**

THIS AGREEMENT is made and entered into by and between California State University, Long Beach hereinafter referred to as the "University," and the Clovis Unified School District, hereinafter referred to as the "District", and who may be referred to collectively as the "Parties". The Agreement describes the expectations and responsibilities of the Parties regarding the University's Internship Program through which University students who hold an intern credential from the California Commission on Teacher Credentialing (CCTC), hereinafter "Intern" will gain teaching experience in a District public school setting ("Internship Program").

Rationale

The District has a broad recruitment program to locate highly qualified certificated employees. Due to the shortage of certificated teachers in some areas, it is necessary to employ non-certificated personnel. The Internship Program offers a way for the District and CCTC-approved credential programs to collaboratively identify, prepare, and support candidates for the Intern positions in these areas of shortage. Pursuant to California Education Code §44321, the supervision and support of Intern Teachers is the responsibility of both the CCTC-approved teacher preparation program and the school district employer. The CCTC requires that each approved intern program must have a signed Memorandum of Understanding (MOU) outlining the respective responsibilities of the University program and of the school district employer.

Basic Agreement

1. An Intern Credential can be authorized by the (CCTC) for up to two years. During that time the Intern completes all Internship Program requirements. Internships are considered on a case by case basis. This Agreement specifically authorizes internships for CSU Long Beach Multiple Subject, Single Subject, and Education Specialist Credential Programs in the District.
2. Each of the Internship Programs reserves the right of approval for any Intern candidate based on the program's capacity to provide University supervision and support at the school where the Intern is assigned. The programs also reserve the right to withhold approval of an Internship for a candidate who has not demonstrated readiness for full-time teacher of record responsibilities or for admission to the Internship Program.
3. An Intern is authorized to assume the functions authorized by the Intern's credential. The Intern's services must meet the instructional needs of the Employer/District. The Intern does not displace other certificated employees, and this Agreement meets with the District's specifications with certificated employees as affirmed below by the signature of the District's authorized representative .

Shared Responsibilities Between and the University and the District

The Employer/District and CSULB's Intern Programs are equally responsible for assuring the following occur.

1. Per (CCTC) Intern Requirements, the University and the District will share the responsibility of:
 - a. Providing each Intern with a minimum of one hundred forty-four (144) hours per year (72 hours per semester) support/mentoring and supervision to coach, model, and demonstrate within the classroom, and to assist with course planning and problem-solving regarding students, curriculum, and effective teaching methodologies. A minimum of two (2) hours of support/mentoring and supervision must be provided to an Intern every five (5) instructional days.
2. Providing an additional forty-five (45) hours per year (23 hours per semester) of support/mentoring and supervision specific to the meeting the needs of English Learners for any Intern who does not hold a valid credential with an English Learner authorization. A minimum of one (1) hour of support/mentoring and supervision specific to English Learners must be provided to an Intern every five (5) instructional days. Identify the individual(s) and roles/responsibilities related to:
 - a. Weekly course planning;
 - b. Coaching within the classroom;
 - c. Problem-solving regarding students;
 - d. Curriculum; and
 - e. Teaching.
3. Establish the process for communication between the Intern's assigned principal/evaluator and the University's Internship Program supervisor. The University Supervisor and District Mentor shall meet together regularly with the Intern to ensure the Intern is following the California Teaching Performance Expectations.
4. Clearly define the documentation and monitoring processes for additional services to Interns who have not yet earned the English Language Authorization (ELA).

Responsibilities of the District

1. The District shall provide the Intern with a full-time teaching position in the subject in which the Intern is working toward the credential as a paid employee of the District for at least one academic year, subject to the District's personnel policies and State law(s) ("Internship Period").
2. The District agrees to comply with the "Preconditions Established by State Law for Internship Programs" and the "Preconditions Established by the Commission for Internship

Programs" published by the CA Commission on Teacher Credentialing (Appendix A), including the following:

- a. Per CCTC's Intern Precondition 4: The site principal will implement and develop an Intern Professional Development Plan within 30 days of the intern's date of hire. (Sample Attached - Appendix B).
3. The District agrees that Interns must meet credential program entry and exit standards. The District shall only hire as Interns candidates who meet the standards for eligibility for an intern credential.
4. The District is responsible for ensuring that the Intern they have hired is adequately supported. In particular, they will provide:
 - a. A clearly defined description of qualifications for the District- provided mentor, including at a minimum:
 - i. Valid corresponding Clear or Life Credential;
 - ii. 3 years successful teaching experience;
 - iii. EL Authorization (if responsible for providing EL support to the Intern)
 - b. Sufficient resources including the identification of protected time for employer provided support/mentor to work with the Intern within the school day including clearly defined expectations for type/frequency of support;
 - c. Terms of employment, including evaluation process of site support (such as a contracted retiree, or a current school employee).
5. Interns are assigned positions that are in alignment with the stipulated multiple subject/single subject/education specialist intern credential, with a load appropriate for a beginning teacher, which recognizes that the Intern needs adequate time for completing concurrent credential coursework.
6. In cases where the Intern has not yet earned English Learner Authorization (ELA), the District will identify an individual (may be the same mentor providing she/he has an EL authorization and is immediately available) who is immediately available to assist the Intern with planning lessons that are appropriately designed and differentiated for English Learners, for assessing language needs and progress, and to support language accessible instruction, through in classroom modeling and coaching as needed.
7. Provide opportunities each semester for the Intern to observe teaching practices in different settings.
8. The Intern will attend department and faculty meetings and parent-teacher conferences when appropriate. No Intern may coach extracurricular activities nor be required to attend meetings that present a conflict with the Intern's internship responsibilities at the University.

9. The Intern is expected to attend all school site and District in-service training sessions whenever possible. The Intern will also attend assigned District and school site orientations that occur prior to the start of the school year. If there is a conflict between University and District training, University meetings shall take priority during the Internship Period.

Responsibilities of the University

1. The Internship Program provides University-based professional preparation consistent with the standards and experiences applied to the regular credential program in compliance with the Standards of Quality and Effectiveness for Professional Teacher Preparation Programs.
2. The University agrees and verifies that each Intern shall have met the requirements for enrollment in its Internship Program.
3. The Internship Program is responsible for ensuring that all Interns in its Internship Program are supervised and there is adequate support. The Internship Program assigns a Program Supervisor to the Intern, who is responsible to provide support, coaching and assessment of the Intern, for which the Program covers the costs.
4. Related to the Program Supervisor, the Internship Program will provide:
 - a. A clearly defined description of qualification for the Program Supervisor including:
 - i. Current knowledge in the content they teach;
 - ii. Certification in the area in which they are supervising, including EL certification if applicable;
 - iii. Understanding of the context of public schooling;
 - iv. Ability to model best professional practices in teaching and learning, scholarship and service;
 - v. Knowledge about diverse abilities, and about cultural, language, ethnic, and gender diversity; and
 - vi. A thorough grasp of the academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
 - b. Support/Mentor training and orientation for Program Supervisors;
 - c. Specific responsibilities of the Program Supervisor including allocation of time and frequency of observations and/or coaching;
 - d. Procedures for communication between the Program Supervisor and on-site Support/Mentor as appropriate.

5. In cases where the Intern has not yet earned English Learner Authorization (ELA), the Program will provide supervision including in-classroom coaching specific to the needs of English Learners.
6. The University shall provide orientation and training for the District Mentors and University Supervisors, including the mandatory 10-hour mentor training required by the CCTC. District Mentors shall be required to complete this training prior to providing mentorship assistance to the Intern.

General Terms

- A. The University and the District, agree to all the conditions of this Internship Contract Agreement as outlined above, to be effective for a term of three (3) years beginning on August 1, 2021, and ending August 1, 2024, unless terminated sooner. This Agreement may be terminated and the provisions of this Agreement may be altered, changed or amended by mutual consent of both Parties upon thirty (30) days written notice to the other Party; provided, however, that Interns shall be allowed to conclude any ongoing assignments, unless the candidate's conduct or performance is the reason for terminating the Agreement. Performance under this Agreement shall be reviewed annually, and the parties may agree to annual extensions after expiration of the initial term.
- B. The University and the District shall provide training to each Intern concerning all federal and California state laws governing the privacy and confidentiality of District student information, including but not limited to the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") and its implementing regulations, Cal. Civ. Code § 1798 et seq., Cal. Educ. Code § 49062, and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), to the extent applicable. As part of this training, the University shall instruct Interns about their legal obligation to comply with FERPA and all other state and federal laws with respect to confidential information the Intern encounters during the Intern's placement.
- C. If University provides supervision to Interns via technology, the use of such technology will be in accordance with District protocols and procedures and approved by the District's site administrator. If Interns use any technology involving either the audio or video recording of District students as part of the Internship Program throughout his or her assignment at the District, University shall require Interns to be responsible for obtaining appropriate and signed video release/authorization forms on behalf of recorded individuals, as appropriate, including obtaining parent/guardian signatures on behalf of recorded individuals who are minors (i.e., under the age of legal competence). The District may provide reasonable assistance to Interns in obtaining signatures on such forms.
- D. The Parties mutually agree each shall provide and maintain commercial general liability insurance or self-insurance acceptable to both Parties in the minimum amounts of \$1,000,000 per occurrence, \$3,000,000 general aggregate and upon request shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this Agreement. Each Certificate of Insurance shall specify that should any above

described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

- E. The University agrees to indemnify, hold harmless, and at the District's request defend the District, its agents, officials, and employees from and against all loss or expense (including costs and attorney fees), or claims for injury or damages, resulting from liability imposed by law upon the District because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligent or intentional acts or omissions of the University, its agents, officials, or employees. The District agrees to indemnify, hold harmless, and at the University's request, defend the University, its agents, officials, and employees from and against all loss or expense (including costs and attorney fees), or claims for injury or damages, resulting from liability imposed by law upon the University because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement, and due or claimed to be due to the negligent or intentional acts or omissions of the District, its agents, officials, or employees.
- F. Both Parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the Parties and neither Party shall so hold itself out. Neither Party shall have the right to obligate or bind the other Party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- G. The Parties agree to prohibit discrimination and ensure equal employment opportunities in the Internship Program for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Parties agree to adhere to this policy in implementing this Agreement. Any act of discrimination committed by the University or the District, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this Agreement.
- H. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

INTERN TEACHER SITE
CONTACT INFORMATION:

Clovis Unified School District
1450 Herndon Ave.
Clovis, CA 93211
Attn: Roxanne Braswell
Phone: 559 327-9315

UNIVERSITY CONTACT
INFORMATION:

California State University, Long Beach
Brotman Hall (BH 346)
Attn: Contract Services
1250 Bellflower Blvd.
Long Beach, CA 90840-0123

- I. Any notice given under this Agreement may be given by personal delivery, overnight air express, or certified United States mail, return receipt requested. Notice shall be deemed to be given either (a) upon actual receipt, if the notice is by personal delivery or by overnight air express; or (b) five (5) business days after mailing, if the notice is by United States mail, return receipt requested. Notice under this Agreement shall be given in writing to the Parties at the following addresses or to such other persons or places as either Party may from time to time designate by written notice to the other Party.
- J. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- K. This Agreement fully supersedes any and all prior agreements or understandings between the Parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both Parties hereto subsequent to the execution of this Agreement.
- L. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either Party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Fresno County, California.

Authorization

The signatures below authorize the Program and Employer/District to participate as partners in the California State University, Long Beach Intern Program (Multiple Subject, Single Subject, and/or Education Specialist).

Roxanne Braswell

Digitally signed by Roxanne Braswell
Date: 2021.09.02 11:48:37 -07'00'

Signature of Employer/District Representative (Title, Date)

Signature of CSULB College of Ed Rep, Assoc. Dean OR Credential Center Assistant Director
(Date)

Timothy A. Vink

Digitally signed by Timothy A. Vink
Date: 2021.09.02 10:26:28 -07'00'

Signature of CSULB Contracts Manager (Date)

Appendix A
CTC Preconditions for Internship Programs

- (1) **Bachelor's Degree Requirement.** Candidates admitted to internship programs must hold baccalaureate degrees or higher from a regionally accredited institution of higher education. Reference: Education Code Sections 44325, 44326, 44453.
- (2) **Subject Matter Requirement.** Each Multiple Subject intern admitted into the program has passed the Commission-approved subject matter examinations(s) for the subject area(s) in which the Intern is authorized to teach, and each Single Subject intern admitted into the program has passed the Commission-approved subject matter examination(s) or completed the subject matter program for the subject areas(s) in which the Intern is authorized to teach. Reference: Education Code Section 44325(c) (3).
- (3) **Pre-Service Requirement.**
 - (a) Each Multiple and Single Subject Internship program must include a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in general pedagogy including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and specific content regarding the teaching English Learners pursuant to California Code of Regulations §80033.
 - (b) Each Education Specialist Internship program includes a minimum of 120 clock hour (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in pedagogy including classroom management and planning, reading/language arts, specialty specific pedagogy, human development, and teaching English Learners.
- (4) **Professional Development Plan.** The employing district has developed and implemented a Professional Development Plan for interns in consultation with a Commission-approved program of teacher preparation. The plan shall include all of the following:
 - (a) Provisions for an annual evaluation of the intern.
 - (b) A description of the courses to be completed by the intern, if any, and a plan for the completion of preservice or other clinical training, if any, including student teaching.
 - (c) Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities.
 - (d) Instruction, during the first year of service, for interns teaching children in bilingual classes in the culture and methods of teaching bilingual children, and instruction in the etiology and methods of teaching children with mild and moderate disabilities.

(5) Supervision of Interns.

- (a) In all internship programs, the participating institutions in partnership with employing districts shall provide 144 hours of support and supervision annually and 45 hours of support and supervision specific to teaching English learners pursuant to California Code of Regulations §80033.
Internship Program 2 Preconditions
- (b) University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. Reference: Education Code Section 44462. Institutions will describe the procedures used in assigning supervisors and, where applicable, the system used to pay for supervision.

(6) Assignment and Authorization. To receive program approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential. Reference: Education Code Section 44454. The institution stipulates that the interns' services meet the instructional or service needs of the participating district(s). Reference: Education Code Section 44458.

(7) Participating Districts. Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential(s) involved. Reference: Education Code Sections 44321 and 44452.

(8) Early Program Completion Option. (Does not apply to an Education Specialist intern program) Each intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five year preliminary teaching credential. This option must be made available to interns who meet the following requirements:

- (a) Pass a written assessment adopted by the commission that assesses knowledge of teaching foundations as well as all of the following:
- Human development as it relates to teaching and learning aligned with the state content and performance standards for K-12 students
 - Techniques to address learning differences, including working with students with special needs
 - Techniques to address working with English learners to provide access to the curriculum
 - Reading instruction in accordance with state standards
 - Assessment of student progress based on the state content and performance standards
 - Classroom management techniques
 - Methods of teaching the subject fields
- (b) Pass the teaching performance assessment. This assessment may be taken only one time by an intern participating in the early completion option.

(c) Pass the Reading Instruction Competence Assessment (RICA) (Multiple Subject Credential only).

(d) Meet the requirements for teacher fitness.

An intern who chooses the early completion option but is not successful in passing the assessment may complete his or her full internship program. (Reference: Education Code Section 44468).

(9) Length of Validity of the Intern Certificate. Each intern certificate will be valid for a period of two years. However, a certificate may be valid for three years if the intern is participating in a program leading to the attainment of a specialist credential to teach students, or for four years if the intern is participating in a district intern program leading to the attainment of both a multiple subject or a single subject teaching credential and a specialist credential to teach students with mild/moderate disabilities. Reference: Education Code Section 44325 (b).

(10) Non-Displacement of Certificated Employees. The institution and participating districts must certify that interns do not displace certificated employees in participating districts.

(11) Justification of Internship Program. When an institution submits a program for initial or continuing accreditation, the institution must explain why the internship is being implemented. Programs that are developed to meet employment shortages must include a statement from the participating district(s) about the availability of qualified certificated persons holding the credential. The exclusive representative of certificated employees in the credential area (when applicable) is encouraged to submit a written statement to the Committee on Accreditation agreeing or disagreeing with the justification that is submitted.

(12) Bilingual Language Proficiency. Each intern who is authorized to teach in bilingual classrooms has passed the language proficiency subtest of the Commission-approved assessment program leading to the Bilingual Crosscultural Language and Academic Development Certificate. Reference: Education Code Section 44325 (c) (4).


Appendix B
Intern Professional Development Plan (IPDP)

Internship Information				
Intern Candidate's Name Grace Sledd	Internship Start Date 08/16/2021	Intern Email Gracesledd@cusd.com		
CSULB Credential Program SSCP	Credential Subject/Specialization Area Music	Subject Area/s for District Internship Assignment Band, Jazz Band		
District Clovis Unified	School Site Kastner Intermediate	Grade Level/s 7-8		
Outstanding Assessments (List all remaining assessments need by intern Teaching Candidate to earn credential and anticipated test date; TPA, RICA, CSETs) TPA				
Internship Goal Agreement – Development of Knowledge and Competency				
Goal #1 Development Though Clinical Experiences	A variety of rich clinical experiences will be structured for the intern. Indicate goals for type of anticipated clinical experiences. District and Credential program expectations will guide experiences i.e co-teaching, cross grade-level, IEPs.	Clinical Experience Goal/s	Indicator/s of Goal Met	Dates (Begin/Completed)
		- Working across campus with diverse content areas to enrich clinical experience and participate in IEP/504/SST meetings to better understand the educational process.	-Achieving a level of applying, integrating, or innovating, on the corresponding CSTP during walk-throughs, observations, and formal evaluations.	August 16th, 2021 June 3rd, 2022
Goal #2 Development of Teaching Performance	Indicate personal goal/s for improving teaching practice as an intern. Goal/s should be linked to one or more area of the Teacher Performance Expectations.	Personal Goal/s	Indicator/s of Goal Met	Dates (Begin/Completed)
		-Work to provide an equitable musical experience for EL learners, students with disabilities, and students with social emotional needs. -Create an open and consistent line of communication with parents/guardians -Create a safe, nurturing classroom community where students feel safe to explore their personal / cultural identity through music.	-Achieving a level of applying, integrating, or innovating, on the corresponding CSTP during walk-throughs, observations, and formal evaluations.	August 16th, 2021 June 3rd, 2022

The signature below indicates that the intern Teacher Candidate has participated in the development of this plan and agrees to implementation. Signed and completed plan required for submission with Request for Credential at conclusion of program.

Candidate Name Grace Sledd Signature  Date 9/14/21

The signature below indicates that the intern Teacher Candidate completed the Professional Development Plan.

District Mentor Name Allison Giacobbe Signature  Date 9/14/21

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