

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

This document establishes a formal Internship Program Agreement between the initial credential programs listed above and **Cypress School District** ("Employer/District"), effective on the date it is signed and remaining effective until 6/30/2025.

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 the Commission-approved credential programs to collaboratively identify, prepare, and support candidates for the Intern positions in these areas of shortage. The teachers' bargaining associate recognizes the need for an Internship Program and agrees to the District offering Intern positions to suitable candidates in areas of need.

Basic Agreement

1. An intern credential can be authorized by the Commission on Teacher Credentialing (CTC) for up to two years. During that time the Intern completes all credential 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 at Employer/District.

2. Each of the credential 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 credential program.

3. An Intern is authorized to assume the functions authorized by the credential. The Intern's services meet the instructional needs of the Employer/District. The Intern does not displace other certificated employees, and this Agreement meets with the Employer/District's specifications with certificated employees as affirmed below by signatures of both the Employer's/District's authorized representative and of the certificated bargaining unit's authorized representative.

Shared Responsibilities Between CSULB College of Education and Employer/District

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

1. 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;
 - e. Teaching;

2. Establish the process for communication between the principal/evaluator and the Intern program supervisor;
3. Clearly define the documentation and monitoring processes for additional services to interns who have not yet earned the English Language Authorization (ELA).
4. Each party shall maintain commercial general liability or a program of self-insurance with limits of not less than \$1 million per occurrence or \$1 million aggregate. Should Facility require proof of professional liability insurance coverage, the participating student is responsible to obtain such proof from the University's Office of Risk Management.

Responsibilities of the Employer/District

1. The Employer/District provides the Intern with a full-time teaching position in the subject in which the Intern is working toward the credential.
2. The Employer/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).
3. The Employer/District agrees that Interns must meet credential program entry and exit standards.
4. The Employer/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 Employer-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 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. In cases where the Intern has not yet earned English Learner Authorization (ELA), the Employer/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 ELs, for assessing language needs and progress, and to support language accessible instruction, through in classroom modeling and coaching as needed.
6. Provide opportunities each semester for the Intern to observe teaching practices in different settings.

Responsibilities of the CSULB Intern Program (Multiple Subject, Single Subject, or Education Specialist)

1. The 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 Program is responsible for ensuring that the Intern in their Program is supervised and there is adequate support. The Program assigns a Program Supervisor to the Intern. The Supervisor provides support, coaching and assessment of the Intern, for which the Program covers the costs.
3. Related to the Program Supervisor, the Program will provide:

