

Education Specialist program

To: Cynthia Grutzik, Associate Dean
Lesley Farmer, Department Chair
From: S. Leonard-Giesen, Coordinator *slg*
CC: Kit Van Wyk, Credential Office
Date: March 4, 2014
Re: District MOU with Downey Unified

Memo

Please see the attached MOU for College of Education Interns that was recently developed between CSULB Intern Programs and Downey Unified School District.

Note that the first three pages are the template only that we have used for the newly developed MOU. The final page is the signature page that was sent to us with the signature of the Assistant Superintendent of DUSD and now requires your signatures in order for the document to be complete.

Once both the Associate Dean and the Department Chair have signed it, it will be faxed back to DUSD and the original will be "housed" in the Credential Center office in the College of Education.

California State University, Long Beach
District---University Internship Agreement
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 Downey USD (Employer/District), to be effective on the date it is signed.

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 in Downey USD (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 contractual 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 Downey USD (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 \$3 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. University does not provide medical malpractice insurance coverage for students participating in non---allied health/non---therapeutic field placements.

Responsibilities of the Employer/District

1. The Employer/District provides the Intern with a full---time contract 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:
 - (a) Valid corresponding Clear or Life Credential;
 - (b) 3 years successful teaching experience;
 - (c) 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)

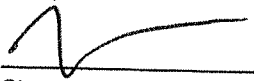
1. The Program provides university---based professional preparation consistent with the standards and experiences applied to the regular credential program in compliance with the *Standards of Quality and Effectiveness for Professional Teacher Preparation Programs*.
2. The Program is responsible for 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:
 - a. A clearly defined description of qualification for the Program Supervisor including:
 - (a) Current knowledge in the content they teach;
 - (b) Certification in the area in which they are supervising, including EL certification if applicable.
 - (c) Understanding of the context of public schooling;
 - (d) Ability to model best professional practices in teaching and learning, scholarship and service;
 - (e) Knowledge about diverse abilities, and about cultural, language, ethnic, and

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

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3. Related to the Program Supervisor, the 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;
 - 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.
4. 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 learners.

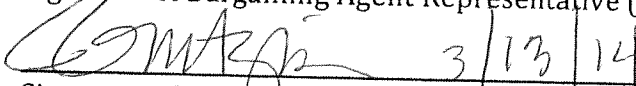
Authorization

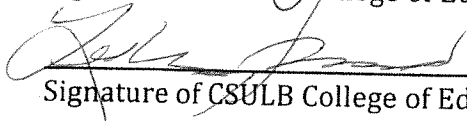
The signatures below authorize the Program and Employer/District to participate as partners in the California State University, Long Beach Intern Program (Multiple Subject, Single Subject, and/or Education Specialist).

 Nancy C. Nien, Ph.D.
Asst. Supt., Business Serv.

Signature of Employer/District Representative (Title, Date)

Signature of Bargaining Agent Representative (Title, Date)

 3/13/14
Signature of CSULB College of Education Associate Dean (Date)

 3/2-2014
Signature of CSULB College of Education Department Chair (Date)

- returned to CSULB
w/out signature

CALIFORNIA STATE UNIVERSITY, LONG BEACH

SCHOOL PSYCHOLOGY PROGRAM-DISTRICT INTERNSHIP AGREEMENT

UNIVERSITY CONTACT: Kristi Hagans, School Psychology Program Coordinator
EMAIL: Kristi.Hagans@csulb.edu
PHONE: 562-985-4435

ADDRESS:

California State University, Long Beach
College of Education
Department of Advanced Studies in Education and Counseling
1250 N. Bellflower Boulevard.
Long Beach, CA 90840-2201

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

Downey USD

Signature of Employer/District Rep

Rene Thompson, Asst Super 7/28/17
(Title, Date)

Signature of CSULB College of Ed Rep

Keith Van Dyke, Asst. Director 8/9/17
(Title, Date)

Signature of CSULB Contracts Manager

Andrew Calderon 8/10/2017
(Title, Date)
ANDREW CALDERON
CONTRACT MANAGER
PROCUREMENT &
CONTRACTUAL SERVICES