

College of Education Clinical Practice Agreement

This agreement (“Agreement”) is between the Trustees of the California State University, on behalf of Sonoma State University (“University”), and _____Harmony Union School District__ (“District/Agency”)

University’s College of Education offers degree programs in a wide variety of academic disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this Agreement, District/Agency shall provide access to students for practical fieldwork 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 District/Agency (“Party or Parties”) agree as follows:

Definitions:

“students” shall refer to a student validly enrolled at University.

I. **EDUCATIONAL PROGRAMS** – The following College of Education programs are included in this Agreement and are governed by the corresponding Exhibits, incorporated as if fully stated herein:

- Exhibit A – Early Fieldwork & Pre-Student Teaching
- Exhibit B – Basic Credential Programs
- Exhibit C – Administrative Services Credential
- Exhibit D – School Counseling
- Exhibit E – Early Childhood Studies MA Program
- Exhibit F - Intern Credentials

II. **GENERAL PROVISIONS**

A. Term of Agreement - The term of this Agreement shall begin upon full execution from **July 1, 2024 to June 30th, 2026**. 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 and the agreement will stay in full force during that time

B. Relationship of Parties – The District/Agency (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. Students performing internship work are learners, completing course requirements for academic credit towards a degree or certification, and are not employees or agents of University.

C. Legal Responsibility – The District/Agency shall be responsible for damages caused by the negligence of its officers, employees and agents. University shall be responsible for the damages caused by the negligence of its officers, employees and agents. The intent of this paragraph is to impose responsibility on each party for the negligence of its officers, employees and agents, consistent with California law.

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 \$2,000,000 general aggregate, and workers compensation coverage as required by law. University offers students involved in off-campus learning programs insurance programs for both service learning and clinical experience.

SAFECLIP: Student Academic Field Experience for Credit Liability Insurance Program provides general and professional liability coverage for students enrolled in service-learning course sections for which they receive academic credit.

SPLIP: Student Professional Liability Insurance Program provides general and professional liability coverage as well as educator's errors & omissions liability coverage for students.

- E. Confidential Student Information-** University 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. Pre-Placement Clearances** – If students will have more than limited contact with the District/Agency students, students shall be fingerprinted as required by the District/Agency pursuant to California Education Code §45125.1. All students are required to obtain a CTC issued Certificate of Clearance, or similar clearance document, and possess a negative TB test result, dated within the last four years, prior to beginning any fieldwork in the District/Agency.
- G. Orientation, Student Safety and Health Risks** – District/Agency shall provide an orientation of its site and all relevant policies and procedures to assigned students and University faculty. The District/Agency shall inform the participating student of any potential health or safety risks associated with the location of their field placement.
- H. Covid:** District/Agency is aware and informed about the hazards currently known to be associated with the novel coronavirus referred to as “COVID-19”. District/Agency is familiar with and informed about the Centers for Disease Control and Prevention (“CDC”) current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. District/Agency, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines and applicable governmental directives are modified, changed or updated, the District/Agency will take steps to comply with the modified, changed or updated guidelines or directives. If at any time the District/Agency becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify the University of that fact.
- I. Acceptance, Termination & Nondiscrimination in Placements** - The District/Agency has discretion regarding the number of placements it receives, and has the discretion to terminate the assignment of any student at the District/Agency if such student is failing to perform satisfactorily to the District/Agency. The District/Agency shall notify the University in writing of its desire to terminate the placement of student. The University may withdraw a student assigned to the District/Agency for any academically related reason. Neither Party shall deny placement 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.
- J. Services Responsibility-** The District/Agency retains professional and administrative responsibility for all services rendered at the District/Agency.
- K. Locations** – All locations under the District/Agency management or control will be covered by the terms of this Agreement.
- L. 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 State of California.
- M. Assignments** - This Agreement is not assignable in whole or in part.

N. 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.

O. 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 District/Agency. Work performed by students is toward the completion of course/programs for their academic degree.

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.

Q. Authority - Each Party represents and warrants that the person(s) signing below on its behalf has the authority to enter into this Agreement and that this Agreement does not violate any of its existing agreements or obligations.

R. Notices - All notices, demands given under this Agreement shall be in writing and sent to the authorized individuals named at the bottom of this Agreement. Notices will be effective upon receipt if delivered by personal or overnight delivery, or effective three days after being placed in the United States mail, postage pre-paid.

Sonoma State University:
Contracts & Procurement
1801 East Cotati Ave.
Rohnert Park, CA 94928

With Copy to:
School of Education
1801 East Cotati Ave.
Rohnert Park, CA 94928

District/Agency
Name of Placement
Address

S. Entire Agreement - This document contains the entire agreement and understanding of the Parties, and supersedes all prior agreements, arrangements, and understandings with respect to the subject matter of this document. No amendment, alteration or variation of the terms of the Agreement shall be valid unless made in writing and signed by the Parties hereto.

T. Indemnification: Each Party shall defend, indemnify and hold the other party and its officials, employees and agents, harmless from and against any and all liability, loss, expense, , or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, , or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the other party, its officials, agents, or employees.

Exhibit A

EARLY FIELDWORK and PRE-STUDENT TEACHING

The District/Agency agrees to provide Early Fieldwork and Pre-Student Teaching experiences for students enrolled in University programs to prepare education professionals.

"Early Fieldwork" as used in this Exhibit means participation in one or more of a variety of professional preparation activities, consisting mainly of student observation, typically as a course requirement, under the direct supervision of employees of the District/Agency holding valid life diplomas or credentials or applicable license 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.

"Pre-Student Teaching" as used in this Exhibit means participation in one or more of a variety of professional preparation activities, consisting of student observation, small group teaching and one-on-one teaching, under the direct supervision of employees of the District/Agency 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. Typically, pre-student teaching activities are a methods/pedagogy course requirement.

1. **Scope of fieldwork training:** The District/Agency shall provide to students educational experiences through Early Fieldwork and Pre-Student Teaching placements in schools and classes of District/Agency. Such professional experiences shall be provided in such schools or classes of District/Agency and under the direct supervision and instruction of the District/Agency employees.
2. **Compensation:** There is no compensation by University for the services for the District/Agency professionals overseeing Early Fieldwork or Pre-Student Teaching assignments.
3. **Assignment:** The assignment of a student for Early Fieldwork and Pre-Student Teaching placements in schools or classes of the District/Agency shall be at the discretion of 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 University's class.

Exhibit B

BASIC CREDENTIAL PROGRAMS: CLINICAL PRACTICE (student teaching)

The District/Agency agrees to provide Single Subject, Multiple Subject, PK-3 ECE Specialist, and Education Specialist clinical practice experience through classroom teaching with candidates/ students enrolled in teacher training curricula of University.

1. **Scope of Services:** The District/Agency shall provide to students clinical practice through practice teaching in schools, preschools, and classes of the District/Agency not to exceed the units of clinical practice set forth in these Special Provisions. Such clinical practice shall be provided in such schools, preschools, or classes of the District/Agency and under the direct supervision and instruction of the District/Agency employees.

"Clinical practice" 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/Agency 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, preschools or classes in which the clinical practice is provided. As required by State law, the student teacher will be completing a teacher performance assessment (e.g. CalTPA, EdTPA) to demonstrate proficiency on the California Teacher Performance Expectations. The terms of this process will be provided to the District/Agency in a separate notice.

- 2.. **Assignment:** An assignment of a student in part or full-time student teaching/clinical practice of University to practice teaching in preschools, schools or classes of the District/Agency shall be, at the discretion of the University, for the minimum number of hours as set forth by CTC for each credential type and any applicable agreements outlined in Residency Programs, which may include hours outside of the University semester. Specific program requirements can be found in the handbook. Students who are working in private schools and seeking a credential are required to complete a substantive clinical experience in a diverse school setting where the curriculum aligns with California's adopted content standards and frameworks and the school reflects the diversity of the California's student population. The assignment of student to clinical practice in the District/Agency 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/Agency the assignment card or other document given the student by 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 candidate/ student of University to clinical practice is terminated by University for any reason, the District/Agency shall receive payment on account of such candidate/ student except that if such assignment is terminated before the end of the ninth week of the term of the assignment. Absences of a candidate/ student from assigned clinical practice shall not be counted as absences in computing the semester units of clinical practice provided the student by the District/Agency.
3. Before assigning students to the District/Agency, University will instruct such candidates/students on applicable University and federal laws relating to unlawful discrimination (including harassment).
4. All new student credential program admits must present a valid negative TB test, file for a Certificate of Clearance and complete the Legal Seminar requirement prior to beginning the Credential Program and registering in program courses. Proof of a substitute-teaching permit will suffice for the Certificate of Clearance requirements.
5. All students advancing to Full Time Student Teaching, must continue to have a valid Certificate of Clearance or Substitute Teaching permit, a valid Negative TB test and documentation of completion of the Legal Seminar/Preparation for field experience requirements on file with the University, in the student's record prior to the first day of the semester of Full Time Student Teaching.
6. Mentor teachers have access to two Continuing Education Units via the Extended Education Program (SEIE) at

University. Once per academic year, using the system designed by the College of Education, mentor teachers may register for the teacher mentoring course through SEIE. The College of Education will cover the fees associated with those units. Mentor teachers must request transcripts directly from the Admissions Office and cover any costs associated with that transcript request.

ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM

The District/Agency agrees to provide access to students in the Administrative Services Credential Program within School of Education Department of Educational Leadership and Special Education. As required by State law, the student will be completing a performance assessment (e.g. CalAPA) to demonstrate proficiency on the California Administrator Performance Expectations.

RESPONSIBILITIES OF THE UNIVERSITY

The University shall:

1. Designate a faculty member to coordinate with a designee of the District/Agency.
2. Complete periodic evaluations of the student regarding their performance at the District/Agency.
3. Require the student to participate in the fieldwork placement for the duration of the academic semester or school year, unless there is cause for removal.
4. Mentor teachers have access to two Continuing Education Units via the Extended Education Program (SEIE) at University. Once per academic year, using the system designed by the College of Education, mentor teachers may register for the teacher mentoring course through SEIE. The College of Education will cover the fees associated with those units. Mentor teachers must request transcripts directly from the Admissions Office and cover any costs associated with that transcript request.

RESPONSIBILITIES OF STUDENTS

The assigned Student will:

1. Conform to the administrative policies, standards and practices of the District/Agency and to the ethical and legal standards of the profession.
2. Identify himself/herself to the public as a student in the Administrative Services Credential Program who is completing fieldwork at the District/Agency.
3. Will set times, locations and responsibilities for the fieldwork experience in collaboration with the supervising school administrator (site mentor) at the District/Agency and University's faculty member (University field supervisor).
4. Plan activities in each area required by the Administrative Services Credential Program, in collaboration with the site mentor at the District/Agency and University field supervisor.
5. Provide the site mentor at the District/Agency with a copy of the Program's expectations for the fieldwork experience.
6. Notify the District/Agency of illness, accident, or any other situation which does not allow the student to meet the prearranged program at the District/Agency.
7. Inform the University of any changes to the on-site schedule.

RESPONSIBILITIES OF THE DISTRICT/AGENCY

The District/Agency shall:

1. Provide opportunities for the student to develop professional competencies in a broad and diverse role. Opportunities will encompass a range of experiences in programs and populations, including but not limited to regular education, special education, bilingual education, English learners, age, disabilities, cultures leading to development of professional competence in the California Administrator Performance Expectations (CAPEs).
2. Designate one school administrator who possesses a clear CA credential in school administration to serve as the primary site mentor
3. Require the designated site mentor to serve as a model school administrator engaging in broad and diverse service delivery.
4. Complete periodic evaluations of the students' performance.
5. Provide ongoing supervision of all University student activities in the fieldwork experience.
6. Provide the student with opportunities to video record selected administrative activities (e.g., professional learning communities' meetings and teacher coaching sessions) for the purpose of completing the CalAPA, provided that all parties to be recorded have separately consented to such a recording through a university provided consent form.
7. In the event that the District/Agency cannot provide a site mentor, the University will make alternative arrangements to find a site mentor to meet the requirements.

Exhibit D
SCHOOL COUNSELING PROGRAM

The District/Agency agrees to provide supervised field experience for candidates in the School Counseling Program

ARTICLE 1: RECITALS

1.1 Section 35160 of the California Education Code provides that the governing board of any school District/Agency may initiate and carry on any program or activity, or may otherwise act in any manner which is not in conflict with, or inconsistent with, or pre-empted by, any law and which is not in conflict with the purposes for which school District/Agency are established.

1.2 An agreement by a school District/Agency to provide school counseling and practicum experience to students enrolled in an education credential program offered by an institution of higher education approved by the California Commission on Teacher Credentialing (“Commission”) is not inconsistent with the purposes for which school District/Agency are established.

ARTICLE 2: DEFINITIONS

2.1 “Student” shall refer to a student validly enrolled at the University in a program which is approved by the Commission and which leads to an education credential.

2.2 “Field Experience Supervisor [1]” shall refer to an employee of the District/Agency holding a valid Pupil Personnel Services or other credential issued by the Commission or equivalent certification recognized by the District/Agency who has three or more years of experience as a school counselor.

2.3 “Field Experience [2]” shall refer to the participation by a Student in the duties and functions of a school counselor under the direct supervision and instruction of one or more Field Experience Supervisors.

2.4 “Field Experience Assignment” shall consist of between 200 and 600 hours of Field Experience, depending upon the specific program requirements of the Student’s program.

ARTICLE 3: TERMS AND CONDITIONS

3.1 The District/Agency shall provide Students with Field Experience in schools and classes of the District/Agency under the direct supervision and instruction of a Supervising Field Experience Supervisor.

3.2 Before a Student is assigned to the District/Agency for placement in a Field Experience Assignment the University shall instruct such Student on applicable state and federal law regarding unlawful discrimination, to include sexual harassment, and mandated reporting of child abuse.

3.3 University will follow District/Agency protocol for the placement of Field Experience students and will make initial contact at the District/Agency level to coordinate the placement of Field Experience students with the Assistant Superintendent, Curriculum and Instruction (K-6) or the Assistant Superintendent, Curriculum and Instruction (7-12).

3.4 University Right of Refusal. The University may terminate any student assigned to the District/Agency for Field Experience.

3.5 All new students in the program must present a valid negative TB test, file for a Certificate of Clearance prior to beginning the program and registering in program courses. Proof of a substitute-teaching permit will suffice for the Certificate of Clearance requirements

3.6 District/Agency Field Experience Supervisor has access to two continuing education units via the Extended Education Program (SEIE) at University. Once per academic year, using the system designed by the College of Education, mentor teachers may register for the teacher mentoring course through SEIE. The College of Education will cover the fees associated with those units. Mentor teachers must request transcripts directly from the Admissions Office and cover any costs associated with that transcript request.

Exhibit E

EARLY CHILDHOOD STUDIES MA Program

The District/Agency agrees to provide supervised field experience for graduate student interns in the Early Childhood Studies Program.

RESPONSIBILITIES OF THE UNIVERSITY

The University shall:

1. Designate in writing a faculty member to coordinate with a designee of District/Agency.
2. Approve the site as appropriate for an MA in ECE student field experience setting.
3. The University will advise the student(s) of their responsibility to:
 - a. Participate in all training required by the Learning Site.
 - b. Exhibit professional, ethical and appropriate behavior when at the Learning Site.
 - c. Complete all assigned tasks and responsibilities in a timely and efficient manner.
 - d. Adhere to all District/Agency classroom rules and expectations as defined by the School Handbook and/or Written Expectations from the School Director and/or School Principal.
 - e. Complete and pay for a Criminal Record Background Check, fingerprinting, and/or tuberculosis test one semester prior to taking EDEC 542.

RESPONSIBILITIES OF THE DISTRICT/AGENCY

The District/Agency shall:

1. Identify the student's supervisor. The supervisor agrees to meet with the student regularly to facilitate the student's learning experience, provide support, review progress on assigned tasks, verify service hours and give feedback. In order to be eligible to be a supervisor, the individual must be at the level of Master Teacher, or equivalent, according to criteria included in the State of California Child Development Permit.
2. Provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with the Learning Site's operations, services and/or clients; a discussion concerning safety policies and emergency procedures; and information detailing where students check in and how they log their time.
3. Provide adequate access, support and collaboration with the student in order to allow them to complete assigned University coursework related to fieldwork.
4. Provide the University with a written description of the student's tasks and responsibilities prior to student placement. Upon placement, the mentor teacher or school director shall review these tasks and responsibilities with the student to ensure the student understands their tasks, responsibilities and role in the environment.
5. Provide appropriate training, equipment, materials and work area for students prior to students performing assigned tasks or working with children.
6. If applicable, inform the University of the need for a background check, fingerprinting and/or a tuberculosis test; obtain the student's fingerprints, background check and/or tuberculosis test; and maintain the confidentiality of any results as required by federal and state law.
7. Evaluate the student as requested by the University and contact the University if the student fails to perform assigned tasks or engages in misconduct.

8. Ensure students are not left alone for any amount of time or any reason when working with protected classes of people (i.e., minors, elderly or people living with a disability) and that appropriate supervision is provided.
9. Notify University if placements are to occur in a residential-based business. Should the placement take place or occur in a private residence, ensure that students only enter premises upon invitation from the Owner of Residence.
10. Notify the University prior to placement of a student if meetings or placement tasks are to occur in a personal residence, home, or place of business of any client associated with the Learning Site without the accompaniment of an appropriate Learning Site representative.
11. If driving of Learning Site vehicles is required, Learning Site is solely responsible for validating the student's valid driver license and insurance.

EXHIBIT F
INTERN CREDENTIAL PROGRAM

Purpose:

The purpose of this Agreement is to define the respective roles and responsibilities of the two parties in order to allow District/Agency to extend offers of employment to enrolled students in University's School of Education Credential Intern program established under California law and rules by the California Teachers Commission ("CTC").

Definition of Stakeholders:

1. An individual currently enrolled in a teacher preparation program at the university shall hereafter be referred to as "teacher candidate".
2. A student candidate that has met all of the CTC requirements to qualify for an Intern Credential shall hereafter be referred to as "Intern Eligible".
3. A student candidate that has not met all of the CTC requirements to qualify for an Intern Credential, but is eligible for employment as an educator within a District/Agency by working on a permit (E.g. Provisional Intern Permit [PIP], Short-Term Staff Permit [STSP] Teaching Permit for Statutory Leave (TPSL), etc.) shall hereafter be referred to as "Permitted Candidates (PCS's)".
4. A student candidate that is employed by the District/Agency as the teacher of record and working on an Intern Credential shall hereafter be referred to as "Intern".
5. 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/Agency 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 \(b\).](#)[1]
6. A fully credentialed educator that meets the CTC guidelines for mentorship of an intern, who may be employed by the District/Agency, university, or at another school in the District/Agency, shall hereafter be referred to as "District/Agency Employee Supervisor (DES)".
7. An employee of the University who fulfills the supervisor requirements set forth by the CTC for Interns shall hereafter be referred to as "University Supervisor".
8. An employee of the University that oversees the coordination of the Intern Program to ensure that all CTC requirements are being met, shall hereafter be referred to as "Intern Coordinator". Whereas, Permitted Candidates (PC's) who are hired with a District/Agency will follow the same requirements set forth by the CTC and receive the same level of supervision by the University and mentoring support by the District/Agency as Interns, the Intern Agreement will pertain to all University student candidates who are employed as a teacher of record with the District/Agency.

RESPONSIBILITIES OF THE UNIVERSITY

The University Shall:

1. The University shall vet student's academic eligibility to be an Intern Credential Candidate pursuant to CTC criteria and protocols set forth in both the *Special Education and Single Subject University Site Supervisor and Mentor Teacher Handbook* available at the University website, attached hereto and incorporated hereto by this reference.
2. University will reimburse District/Agency \$1500 (\$750 per semester of service) to provide stipends to DES who are matched with interns/permitted candidates that fit the CTC's mentoring guidelines. DES must be paired with a candidate within 30 days of hire, or the reimbursement stipend will be prorated based on services rendered.
3. Provide collaborative employer input in the Candidates' development of an Individual Learning Plan (ILP) within the first 60-days of hire and in program evaluation including administrative mid-year survey, end-of-year surveys, and CTC Accreditation. the District/Agency understands that the ILP is used to guide professional development and not for the purpose of teacher evaluation or employment decisions.
4. Provide administrative oversight, coordination and compliance in regards to state requirements.
5. Collaborate with District/Agency to identify DES who fulfill the CTC requirements within 30 days of hire of the intern/PC.
6. Provide training for DES that support development of effective coaching and communication skills that align with the CTC guidelines.
7. Provide a University supervisor who will observe and coach the teacher at their District/Agency site twice per semester.
8. Provide training and tracking procedures for Interns/PC's to receive a minimum of 144 hours of support/mentoring and supervision per District/Agency year as outlined in Ed Code 44321.
9. Provide training and tracking procedures for Interns/PC's who enter the program without valid English learner authorization receive an additional 45 hours of support/mentoring and supervision specific to meeting the needs of English learners as outlined in Ed Code 44321.
10. Recommend State approval of the Intern Credential, upon student's satisfactory completion of appropriate requirements.

RESPONSIBILITIES OF THE DISTRICT/AGENCY/AGENCY

The District/Agency shall:

1. The District/Agency shall comply with all State requirements necessary in order to properly offer and subsequently employ as Credential Interns students at the University in accordance with the California Credential Program Intern program established by State law and regulations: Teacher Education Internship Act of 1967 (Cal. Ed. Code 44450-44468, et. Seq.); Education Code 44321; 44325- 44328; and subsequent [2] regulations. Title 5; California Code of Regulations 80033; 80055; et. seq.
2. Provide a flat fee of \$3750 to the School of Education for each academic year that the Intern or permitted candidate is employed with the District/Agency. Eligible DES are defined as educators who fit the CTC's mentoring guidelines. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties. Stipends for DES will not be released until District/Agency has paid their invoice.
3. The District/Agency will provide the University with a letter which must explain why the internship is being implemented. Programs that are developed to meet employment shortages must include a statement from the participating District/Agency(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.
4. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as District/Agency Employee Supervisors for Candidates. District/Agency Employee Supervisors must demonstrate effective coaching, interpersonal and communication skills and:
 - a. Display best practices in providing "just in time" (as needed) and longer-term analysis of teaching practice to help Candidates develop enduring professional skills.
 - b. Are committed to attend coaching/DES trainings, meetings and to meet weekly with Candidates;
 - c. Display willingness to work collaboratively with SSU faculty and staff;
 - d. Embrace a positive attitude and disposition towards students and teaching;
 - e. Develop a sustained and thoughtful collegial relationship with Candidates;
 - f. Demonstrate leadership skills, curriculum expertise, and knowledge of District/Agency resources;
 - g. Serve as a role model for the teaching profession.
5. In accordance with Executive Order N-3-22, the CTC allows programs to count hours that candidates serve as a substitute toward the 600 hours of required clinical experiences, as long as the program ensures that these candidates are receiving adequate support and guidance from their school site supervisor and the program. The University will only allow Permitted Candidates who are hired on temporary permits (STSP, TPSL, etc.) to use assignment hours towards their required clinical experiences if the District/Agency/Agency/Agency agrees to adhere to the guidelines within the University's MOU and follow the requirements of Intern support set forth by the CTC.
6. The District/Agency will employ the intern/permitted candidate for a minimum of 14 weeks in a semester, in the same position(s), for the candidate's hours to be counted towards their field experience. Intern/permitted candidates who accept a temporary assignment (less than 14 weeks) or are hired at a point in the semester where they cannot be employed for a minimum of 16 weeks will not have their position count towards their fieldwork hours. Exceptions will be authorized in writing at the discretion of the Intern Coordinator.
7. Collaborate with the University's intern coordinator to identify and assign a qualified District/Agency Employee Supervisors to each eligible Candidate within 30 days of when the candidate is hired (date of signed contract) who

- meets the Commission's identified criteria of a valid corresponding Clear or Life Credential, three (3) years successful teaching experience, and English learner authorization. Pair Candidates with District/Agency Employee Supervisors who most closely match their teaching assignment, including grade level and subject matter, and their credential. If a District/Agency Employee Supervisor is assigned after the 30-day period, the stipend will be prorated for services rendered.
8. Collaborate with the University's intern coordinator to identify an individual (with an English Language Authorization) to provide Intern/PC with immediate support in planning, instruction, and assessment of English Learners. (This may be the Intern's/PC's assigned DES.)
 9. Provide release days for each DES and/or Intern/PC to be used for observations, professional development, and/or program requirements set forth by the CTC.
 10. Acknowledge the Intern's /PC's novice status and required attendance in University courses; adjust assignments/schedules accordingly.
 11. The District/Agency understands and complies with the mandated guidelines as stipulated in the California Commission on Teacher Credentialing Intern Specific Preconditions, "that interns/PC's do not displace certificated employees in participating District/Agency".
 12. Be responsible, as employer, for employed Credential Programs Intern's/PC's salary and benefits, including, but not limited to, workers compensation, and professional and general liability insurance.
 13. No intern's salary may be reduced by more than 1/8 of its total to pay for supervision (*however, currently University is not accessing this option for supervision pay*), 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/Agency 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.
 14. The District/Agency is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". District/Agency is familiar with an informed about the Center for Disease Control and Prevention ("CDC") current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. District/Agency, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, District/Agency will take steps to comply with the modified, changed or updated guidelines or directives. If at any time School becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify University of that fact.
 15. Not assign the Intern/PC duties or professional development/training obligations that interfere with his/her university class schedule or are inappropriate for a beginning teacher.
 16. In accordance with the California Commission on Teacher Credentialing Intern Specific Preconditions, by signing this MOU you are affirming that your District/Agency(a) has made considerable attempts to fill open faculty positions

with fully credentialed individuals prior to hiring an SSU Intern/PC, (b) affirms that SSU's Intern Program fills a need in the community to staff hard-to-fill teacher positions with highly qualified individuals, and (c) fully supports a continued partnership with SSU's Teacher Credential Intern program.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

UNIVERSITY		DISTRICT/AGENCY	
BY (AUTHORIZED SIGNATURE)	DATE	BY (AUTHORIZED SIGNATURE)	DATE
<input type="checkbox"/>		<input type="checkbox"/>	
PRINTED NAME AND TITLE OF PERSON SIGNING Carolyn Faulconer Contract Analyst, Contracts and Procurement		PRINTED NAME AND TITLE OF PERSON SIGNING	
ADDRESS 1801 E. Cotati Avenue Rohnert Park, CA 94928		ADDRESS	