



CLINICAL EXPERIENCES AGREEMENT

This Clinical Experience Agreement (the “Agreement”) is entered into by and between California Baptist University (“CBU”) and **PERRIS UNION HIGH SCHOOL DISTRICT** (the “District”) effective on the date specified in Article I below. CBU and District are each a “Party” and are sometimes collectively referred to herein as the “Parties.”

RECITALS

A. Pursuant to the provisions of Section 1065 of the California Education Code, the governing board of any District is authorized to enter into agreements with any university or college accredited by the State Board of Education as a teacher education institution, to provide teaching experience through practice teaching to students enrolled in teacher education curricula of such institution; and

B. Any such agreement may provide for the payment in money or in services for such services rendered by the District an amount not to exceed the actual cost of the District services rendered by the District:

NOW, THEREFORE, it is mutually agreed between the Parties hereto as follows:

ARTICLE I - SPECIAL PROVISIONS

The Parties through the signatures of their authorized representatives below agree to enter into the following agreement(s). Check all that apply: (X)

- X- Article II: Student Teaching/Clinical Practice Agreement
- X- Article III: Teaching Internship Agreement
- X- Article IV: School Psychology Practicum/Pre-Internship Fieldwork Agreement (450 hours)
- X- Article V: School Psychology Final Fieldwork/Internship (1200 hours)
- X- Article VI: School Counseling Internship and Final Fieldwork Experience Agreement

The Parties agree that the terms of this Article 1 are incorporated by reference into each of the agreements selected by the Parties above which shall form the Parties’ Agreement.

1. **EFFECTIVE DATE.** The effective date of this Agreement is August 20, 2020.
2. **TERM OF AGREEMENT.** The Term of the Agreement is from August 20, 2020-June 30, 2025.
3. **NOTICES.** Any notice required to be served hereunder shall be in writing and shall be delivered in person or by certified or registered mail at the address set forth below:

California Baptist University School of Education 8432 Magnolia Avenue Riverside, CA 92504	Perris Union High School District 155 East Fourth Street Perris, CA 92570
--	--

4. **SERVICES.**
 - a. Student Teaching: Not to exceed one (1) teaching assignment per teacher per semester or fourteen- week session.
 - b. School Psychology: Number of students per supervising psychologist varies by site.
 - c. School Counseling: Number of students per supervising counselor varies by site.

5. **PAYMENT.** CBU will pay for each session of full-time or part-time clinical practice supervision provided pursuant to this Agreement at the rate specified in the program specific supervisor handbook.

6. **METHOD OF PAYMENT.** CBU shall pay the District for each student placement.

7. **NO OBLIGATION FOR PAYMENT.** Unless otherwise specified herein, CBU shall not be obligated by this Agreement to pay the District any amount in excess of the total sum set forth in Article I herein.

8. **INDEMNIFICATION.** The Parties hereto, and each of them, do hereby mutually agree to indemnify, defend, save and hold harmless each other, and their respective officers, affiliates, agents, servants and employees, of and from any and all liability, claims, demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorney’s fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this Agreement by such indemnifying party, or its officers, affiliates, agents, servants and employees, but only in proportion to and to the extent such liability, claims, demands, debts, suits, actions, causes of action, or attorney’s fees are caused by or result from the negligent or intentional acts or omissions of either party.

9. **COMPLIANCE WITH EDUCATION CODE SECTION 45125.1.** CBU agrees to comply with all provisions of Education Code Section 45125.1 and District procedures relating to fingerprinting and criminal background checks. It will conduct criminal background checks of all students assigned to the District, and will certify that no students who have been convicted of serious or violent felonies as specified, will have contact with the pupils, pursuant to this Agreement. CBU must provide the District with a list of all CBU students providing services pursuant to this Agreement, and designate to which sites they will be assigned. Failure to comply with this requirement may result in, at the District’s sole discretion, termination of this Agreement.

10. **TB TEST.** CBU shall provide District with proof of negative TB test, upon request, of each CBU student subject to this Agreement, current within one (1) year of clinical practice.

- 11. CERTIFICATE OF CLEARANCE.** In accordance with PC 11105.3, pre-service teachers and fieldwork/clinical practice candidates will not be placed in fieldwork experiences in the District with unsupervised access to children until a background check by the Department of Justice and reported to the California Commission on Teacher Credentialing, including fingerprint clearance, is complete. CBU is responsible for ensuring that the certificate of clearance is valid as long as the student is enrolled in the program. Subsequent arrest records received by the District will be cause for a District review of continued candidate suitability. CBU or the District will determine if the student will be removed from the clinical practice assignment.
- 12. RESPONSIBILITY FOR UNIVERSITY'S ACADEMIC PROGRAM.** CBU shall have exclusive control over all academic issues involving CBU's programs, which shall include, without limitation: selection of course content and required textbooks, delivery of instructional programs, selection and approval of faculty, admission, registration and retention of candidates, evaluation of candidates' prior experience and education, evaluation of candidates' academic progress, scheduling courses, awarding academic credit, and conferring degrees.
- 13. INDEPENDENT CONTRACTOR STATUS.** This Agreement shall not be construed to create any partnership, joint venture, nor other agency relationship between the parties, who are independent of one another.
- 14. COOPERATION IN DISPOSITION OF CLAIMS.** The District and CBU agree to cooperate with each other in the investigation and disposition of audits, peer review matters, disciplinary actions and third-party liability claims arising out of any services provided under this Agreement. It is the intention of the parties to fully cooperate in the disposition of all such audits, actions or claims. Such cooperation may include, but is not limited to, joint investigation, defense, disposition of claims of third parties arising from services performed under this Agreement, and making witnesses available; provided, however, that nothing shall require either the District or CBU to disclose any peer review documents, records or communications which are privileged under Section 115.7 of the California Evidence Code, under the Attorney-Client Privilege or under the Attorney Work-Product doctrine.
- 15. AMENDMENT.** This Agreement may be amended or modified only in writing signed by the Parties.
- 16. ENTIRE AGREEMENT.** This Agreement (including all Agreements indicated in Article 1 herein inclusive of any exhibits and addendums thereto) constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, understandings or agreements.
- 17. NON-WAIVER.** No waiver or breach of any term or provision of this Agreement shall be construed to be, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless in writing signed by the party waiving the breach.
- 18. ASSIGNMENT.** Neither party shall assign its rights or delegate its duties under this Agreement without the prior written consent of the other party.



19. SEVERABILITY. In the event that any provision of this Agreement shall be held void, voidable, or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

20. GOVERNING LAW. This Agreement will be governed by and construed in accordance with the laws of the State of California. In the event of any dispute or litigation concerning or arising out of this Agreement, both Parties agree to seek resolution of the dispute or litigation within the venue of the appropriate courts in the County of Riverside, State of California.

21. AUTHORIZATION WARRANTY. Each of the Parties represents and warrants to the other that the individual(s) executing this Agreement is duly authorized to bind the party to the terms and obligations set forth in this Agreement.

22. COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, all of which together shall constitute one and the same instrument. The Parties further agree that facsimile or scanned signatures will constitute original signatures for purposes of execution of this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date.

<p>DISTRICT</p> <p>Perris Union High School District</p> <p>By: _____ Dawn Bray Director of Purchasing</p>	<p>CBU</p> <p>California Baptist University</p> <p>By:  _____ Mark Howe Vice President for Finance and Administration</p>
	<p>By:  _____ Robin Duncan, Ed.D. Dean, School of Education</p>

ARTICLE II – STUDENT TEACHING/CLINICAL PRACTICE

1. **LOCATION AND SUPERVISION.** The District shall provide teaching experience through student teaching to schools and classes of the District, not to exceed the number of student teaching assignments set forth in the special provisions. Such student teaching shall be provided in such schools or classes of the District under the direct supervision and instruction of such employees of the District, as the District and CBU through their duly authorized representatives may agree upon.
2. **REFUSAL OF ASSIGNMENT.** The District may refuse to accept for student teaching any student of CBU assigned to student teaching in the District. Upon District's refusal, CBU shall withdraw the assignment of any Student Teaching candidate.
3. **DEFINITION.** For the purposes of this Agreement, "Student Teaching" means active participation in the duties and function of classroom teaching under the direct supervision and instruction of the employees of the District who hold valid clear teaching credentials issued by the California Commission for Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the student teaching is provided.
4. **ACADEMIC YEAR.** For the purposes of this Agreement, the term "Academic Year" means the period of time each year that the District's schools are open and classes are held.
5. **DISTRICT EMPLOYED SUPERVISOR (DES)/ MENTOR TEACHER REQUIREMENTS:**
 - (a) District employed supervisors must have completed a minimum of three (3) years successful teaching experience.
 - (b) District employed supervisors must have been rated as exemplary teachers by the employer.
 - (c) District employed supervisors must hold the same credential as the assigned student teaching candidate.
 - (d) District employed supervisors must complete or provide evidence of meeting the California Commission on Teacher Credentials 10-hour professional development requirement.
 - (e) District employed supervisors for multiple subject candidates must teach the 4 core content areas (Language Arts, Math, Science, and Social Science).
 - (f) District employed supervisors must be prepared to provide candidates with weekly verbal and written feedback and appropriate support for edTPA requirements as outlined in the Mentor Teacher Handbook.
6. **PLACEMENT.** Student Teaching candidates must be placed in a classroom with a population of diverse learners to include English Language Learners or students struggling with academic language. In addition, multiple subject candidates must be placed in a classroom in which all core subjects are taught.

7. **PRACTICE TEACHING SESSIONS.** For the purposes of this Agreement, "Session of Student Teaching" means a full day of Student Teaching daily for five (5) days a week for seven (7) to fourteen (14) weeks for Multiple Subjects, Single Subject, and Education Specialist Credential candidates. For Student Teaching, the Multiple Subject, Single Subject, and Education Specialist credential candidates receive fifteen (15) semester units of Student Teaching credit. CBU shall determine the amount of college credit units assigned to Student Teaching.
8. **STUDENT TEACHER ASSIGNMENT.** Student Teaching assignments in classes of schools of the District shall be for one (1) or two (2) sessions as mutually agreed between CBU and the District.
9. **ASSIGNMENT EFFECTIVE DATE.** The Student Teaching assignment shall be deemed to be effective as of the date the Student Teacher presents to their assigned classroom upon confirmation from the CBU Clinical Coordinator.
10. **TERMINATION OF ASSIGNMENT BY CBU.** If CBU terminates a Student Teaching assignment for any reason after a minimum of two (2) weeks after the assignment effective date, the District Employed Supervisor shall receive payment for one (1) assignment for such Student Teacher candidate as though there has been no termination of the assignment.

ARTICLE III –TEACHING INTERNSHIP AGREEMENT

- 1. LOCATION AND SUPERVISION.** The District shall provide teaching experience through intern teaching to schools and classes of the District, not to exceed the number of intern teaching assignments set forth in the special provisions. Intern teaching shall be provided in schools or classes of the District under the direct supervision and instruction of employees of the District, as the District and CBU through their duly authorized representatives may agree upon.
- 2. TERMINATION OF ASSIGNMENT.** The District may refuse to accept any student of CBU assigned to intern teaching in the District. CBU may refuse a placement if it does not meet university program standard requirements and/or terminate the assignment of any Student Teacher.
- 3. DEFINITION.** For purposes of this Agreement, "Intern Teaching" means active participation in the duties and function of classroom teaching under the direct supervision and instruction of the employees of the District who: (i) hold valid clear teaching credentials issued by the California Commission for Teacher Credentialing, authorizing them to serve as classroom teachers in the schools or classes in which the intern teaching is provided; and (ii) have completed a minimum of three (3) years successful teaching experience.
- 4. DISTRICT AGREES TO:**
 - (a)** Require candidates to have an intern eligibility letter from CBU before proceeding with an interview for employment.
 - (b)** Ensure that the CBU intern ("Intern") selected for the internship is supported and is adequately supervised.
 - (c)** Ensure that the District employed supervisor ("DES") mentor has the following qualifications: (i) valid corresponding clear or life credential; (ii) three (3) years successful teaching experience; and (iii) English Learner ("EL") Authorization.
 - (d)** Ensure that a minimum of seventy-two (72) hours of support, mentoring, and supervision shall be provided per Academic Year by DES in the following activities: (i) content-specific coaching such as math coaches or reading coaches; (Coaching separate from evaluation by administration); (ii) grade level or department meetings related to curriculum planning and/or instruction; (iii) new teacher orientation; (iv) classroom observations and coaching; (v) co-planning demonstration lessons and/or co-teaching activities with mentor/coach; (vi) activities and/or workshops specifically addressing issues in Intern's classroom which are co-attended by Intern and support person(s); and (vii) editing of work-related writings such as letters to parents, announcements, PowerPoint presentations or other such writings.
 - (e)** Ensure that the Intern is supported and is adequately supervised specific to the needs of ELs.

- (f) Identify an individual who will be immediately available to assist 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. The individual assisting Intern may be the same mentor provided he/she has an EL authorization and is immediately available.
- (g) Ensure that an additional twenty-four (24) hours of support, mentoring, and supervision shall be provided per Academic Year in the following activities and distributed in a manner that sufficiently support Intern's development of knowledge and skills in the instruction of ELs: (i) content-specific EL coaching in the classroom; (ii) co-planning with special educator or EL expert to address included special needs students and/or ELs; (iii) release time for participation in district group/regional group such as Early Learning Advisory Council ("ELAC") or District English Learners Advisory Committee ("DELAC"); (iv) review and discuss test results such as the English Language Proficiency Assessments for California (ELPAC) and other standardized tests with colleagues; and (v) weekly planning or review of plans with EL authorized credential holder.
- (h) Evaluate the Intern's performance and notify the CBU supervisor immediately, preferably by email, of any cause of dissatisfaction with, misconduct of, or any other difficulties in the work performance of the Intern.

5. CBU AGREES TO:

- (a) Ensure that Intern candidates have earned bachelor's degrees and have met the minimum preservice hours in methods courses prior to receiving an intern eligibility letter.
- (b) Ensure Intern is supervised and is provided with adequate support. All activities of supervision and support will be monitored, documented and recorded on file at CBU.
- (c) Ensure that the CBU supervisor will have the following qualifications: (i) current knowledge in the content area they will supervise; (ii) understands the concept of public schooling; (iii) has the ability to model best professional practices in teaching, learning, scholarship, and service; (iv) is knowledgeable about diverse abilities, cultural, language, ethnic and gender diversity; and (v) has a thorough grasp of the academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
- (d) Ensure that a minimum of seventy-two (72) hours of support, mentoring and supervision per semester by CBU supervisor will be provided in the following activities: (i) seminars (including problem-solving issues with students, curriculum, instruction, Teacher Performance Expectation ("TPE")) offered in person or via web-enabled video conference, webinar or other video-conferencing media; (ii) peer/faculty support such as discussion debriefing teaching day at start of each class; (iii) classroom observations and coaching; (iv) email, phone including voice or text, and/or video conferencing support related to observation, problem-solving, planning and curriculum; (v) interactive journal for

Support/Supervisor and Intern; and (vi) editing of work-related writing such as letters to parents, announcements, PowerPoint presentations or other such writings.

- (e) Ensure that the Intern is supervised and has adequate support specific to the needs of ELs. All activities of supervision and support shall be monitored, documented, and recorded on file at CBU.
- (f) Provide supervision including in-classroom coaching specific to the needs of ELs.
- (g) Ensure that an additional twenty-one (21) hours of support, mentoring, and supervision shall be provided per Academic Year in the following activities and distributed in a manner that sufficiently support Intern's development of knowledge and skills in the instruction of ELs: (i) content-specific EL coaching in the classroom; (ii) observe Specifically Designed Academic Instruction Delivered in English ("SDAIE") and/or English Language Development ("ELD") lessons online or in person; (iii) Intern observation of other teachers using EL strategies in other classrooms; and seminars including problem-solving issues with EL students, curriculum, instruction, EL strategies, offered in person or via the web-enabled video conference, webinar or other video-conferencing media.

6. **INTERN TEACHING SESSIONS.** For purposes of this Agreement, "Session of Intern Teaching" is considered to be a full day of intern teaching daily for five (5) days a week for a minimum of twelve (12) weeks for Multiple Subjects, Single Subject, and Education Specialist Credential candidates. Internship requires full-time teaching.
7. **INTERN EFFECTIVE DATE.** The date of the agreement signed between the student and District shall be deemed the Intern Effective Date.
8. **NO OBLIGATION FOR PAYMENT.** Notwithstanding any other provisions of this Agreement, CBU shall not be obligated by this Agreement to pay the District any amount.

ARTICLE IV – SCHOOL PSYCHOLOGY PRACTICUM EXPERIENCE AGREEMENT

- I. PROGRAM REQUIREMENTS.** Each candidate accepted into the School Psychology Internship Program (the “Program”) shall meet all of the following minimum criteria:
- A. Holds a baccalaureate degree(s) or higher degree(s) from regionally accredited institutions of postsecondary education.
 - B. Valid Certificate of Clearance, which includes fingerprinting.
 - C. Passed the California Basic Education Skills Test (“CBEST”) and has completed sufficient course work in school counseling or school psychology to perform the duties necessary of the above-mentioned positions.
 - D. Interview and screening by CBU staff in accordance with CBU’s policies and practices. CBU reserves the right of final determination on a candidate’s acceptance into CBU’s academic program which may qualify a candidate for eligibility for Program.
 - E. Hold a TB clearance valid prior to and for the duration of their placement. CBU candidates are required to have TB clearance renewed each year.
 - F. All other service preconditions required by state law or regulations, which may be amended from time to time.
- II. PLACEMENT OF CANDIDATES.** The District shall assign candidates to assume the functions under the supervision of a District school psychologist, as outlined in the CBU practicum handbook.
- A. The District and CBU shall coordinate the process of placement of candidates.
 - B. The District will use its best efforts within the constraints of openings available to place candidates in environments to maximize success of Candidates (i.e., supportive principal, available peer support, school selection.)
 - C. The District reserves the right to make the final determination on any candidate’s potential employment by the District.
 - D. Neither the University nor the District shall unlawfully discriminate in the selection of, or participation by, any Intern pursuant to this Agreement because of ethnicity, religion, sex, sexual orientation, national origin, ancestry, age or disability
- III. SUPERVISION OF CANDIDATES.** CBU shall provide practicum faculty and a practicum coordinator for candidates. Practicum faculty shall provide biweekly supervision to all practicum candidates in the practicum courses. CBU’s practicum coordinator, practicum faculty, and the District Supervisor shall provide input into evaluation of course requirements pursuant to CBU’s Pupil Personnel Services Practicum Handbook (CTC Standards).
- IV. PROGRAM SUPPORT.** District and CBU shall work collaboratively to provide support to the candidate to ensure success in practicum training.
- A. The District shall provide a qualified supervisor to assist each candidate towards the completion of a total of 450 school-based clock hours over two years. CBU shall provide

each candidate with a practicum course taught by a program faculty member. The District and CBU shall independently determine the qualifications of their respective supervisors. CBU requires that a District supervisor be fully credentialed and have at least three (3) years' job experience.

- B.** The District supervisors, CBU practicum coordinator, and CBU practicum faculty will meet for yearly practicum supervisor training.
- C.** The CBU practicum coordinator will provide District supervisors with a Practicum Handbook that details a series of supervised experiences that provide for the application of pedagogical knowledge, skills and abilities as identified in the CTC SPPEs.
 - (1)** The District shall provide candidates with opportunities and specific experiences aligned with the CTC SPPEs, including, but not limited to the following: (a) data-based decision making, (b) consultation and collaboration, (c) interventions and support to develop academic skills, (d) behavior interventions and mental health services to develop social and life skills (e) direct and indirect services-school wide practice to promote learning, (f) school-wide practices to promote behavioral and mental health (g) family-school collaboration, (h) human diversity, (i) research and program evaluation, and (j) legal, ethical and professional practices and dispositions.
 - (2)** CBU shall provide candidates concurrent instruction in the practicum courses, supporting the fieldwork experience and providing a direct extension of program goals for training.
 - (3)** The District supervisor shall complete an evaluation of the candidate's practicum performance per school semester.
 - (4)** The District shall include candidates in appropriate District support programs and regularly scheduled staff development activities.

ARTICLE V – SCHOOL PSYCHOLOGY INTERNSHIP/FINAL FIELDWORK EXPERIENCE AGREEMENT

- I. PROGRAM REQUIREMENTS.** Each candidate accepted into the Program shall meet all of the following minimum criteria:
- A.** Holds a baccalaureate degree(s) or higher degree(s) from regionally accredited institutions of postsecondary education.
 - B.** Valid Certificate of Clearance, which includes fingerprinting.
 - C.** Passed the California Basic Education Skills Test (“CBEST”) and has completed sufficient course work in school counseling or school psychology to perform the necessary duties of the required positions.
 - D.** Interview and screening by the CBU staff in accordance with CBU’s policies and practices. The determination on a candidate’s acceptance into CBU’s academic program shall be made by CBU in its sole and absolute discretion.
 - E.** Hold a TB clearance valid prior to and for the duration of their placement. CBU Candidates are required to have TB clearance renewed each year.
 - F.** All other service preconditions required by state law or regulations, which may be amended from time to time.
- II. PLACEMENT OF CANDIDATES.** The District shall assign candidates to assume the functions under the supervision of a district school psychologist, as outlined in the CBU’s Pupil Personnel Services School Psychology Internship Handbook.
- A.** The District and CBU shall coordinate the process of placement of candidates.
 - B.** The District will use its best efforts within the constraints of openings available to place candidates in environments to maximize first year success of candidates (i.e., supportive principal, available peer support, school selection.)
 - C.** The District reserves the right to make the final determination on any Candidate’s potential employment by the District.
 - D.** Neither CBU nor the District shall unlawfully discriminate in the selection of, or participation by, any candidate pursuant to this Agreement because of ethnicity, religion, sex, sexual orientation, national origin, ancestry, age or disability.
- III. SUPERVISION OF CANDIDATES.** CBU shall provide an internship supervisor and internship course for Candidates. CBU supervisors shall provide biweekly supervision to all candidates in the internship courses. CBU supervisors and the District shall provide input into the candidate’s evaluation for the purpose of course requirements, pursuant to CBU’s Pupil Personnel Services School Psychology Internship Handbook (CTC Standards).
- IV. PROGRAM SUPPORT.** The District and CBU shall work collaboratively to provide support to the Candidate to ensure success in internship training.
- A.** The District shall provide a qualified supervisor to assist each candidate towards the completion of 1200 school-based clock hours over the course of the internship year (full-

time)/two years (part-time). CBU shall provide each candidate with an internship course taught by CBU supervisors. The District and CBU shall independently determine the qualifications of their respective supervisors. CBU requires that a District supervisor be fully credentialed and have at least three (3) years' job experience.

- B.** The District supervisors and CBU supervisors will meet with the candidate at least one time per semester to ensure the success of the candidate.
- C.** CBU supervisors will provide District supervisors with an Internship Handbook and Field Experience Plan that details a series of supervised experiences that provide for the application of pedagogical knowledge, skills and abilities as identified in the CTC SPPEs. The Field Experience Plan is reviewed and signed early in the field experience and is periodically reviewed and revised. The plan identifies the field experience objectives, describes appropriate experiences for the achievement of the objectives across settings, and outlines the evaluation plan for determining the achievement of each objective. The plan also delineates the responsibilities of both CBU and the local supervisory personnel.
- D.** The District supervisor shall complete an evaluation of the candidate's internship performance per school semester (two evaluations over the internship year).
- E.** The District shall include candidates in appropriate District support programs and regularly scheduled staff development activities.

ARTICLE VI – SCHOOL COUNSELING INTERNSHIP AND FINAL FIELDWORK EXPERIENCE AGREEMENT

- I. PROGRAM REQUIREMENTS.** Each intern accepted into the Program shall meet all of the following minimum criteria:
- A.** Hold a baccalaureate degree(s) or higher degree(s) from regionally accredited institutions of postsecondary education.
 - B.** Valid Certificate of Clearance.
 - C.** Passed the California Basic Education Skills Test (“CBEST”) and has completed sufficient course work in school counseling or school psychology to perform the duties necessary of the required positions.
 - D.** Interview and screening by CBU staff in accordance with CBU’s policies and practices. The determination on of an intern’s acceptance into CBU’s academic program shall be made by CBU in its sole and absolute discretion.
 - E.** Interview and screening by the District staff in accordance with the District’s normal hiring policies and practices, to include:
 - i.** District Human Resources interview and screening.
 - ii.** District Administrator interview and screening.
 - iii.** Completions of a background check to include a Department of Justice fingerprint clearance.
 - iv.** Testing for illegal drug use as evidenced by the submission to a drug test.
 - v.** Be free of active tuberculosis as evidenced by the submission to an examination within the past sixty (60) days in accordance with California Education Code 49406.
 - F.** All other service preconditions required by State Law or regulations, which may be amended from time to time.
- II. PLACEMENT OF INTERNS.** The District shall assign Interns to assume the functions that are authorized by the credential held by the Intern.
- A.** The District and CBU shall coordinate the process of placement of interns.
 - B.** The District will use its best efforts within the constraints of openings available to place Interns in environments to maximize first-year success of Interns (i.e., supportive principal, available peer support, school selection.)
 - C.** The District reserves the right to make the final determination on any intern’s employment by the District.
 - D.** Neither CBU nor the District shall unlawfully discriminate in the selection of, or participation by, any intern pursuant to this Agreement because of ethnicity, religion, sex, sexual orientation, national origin, ancestry, age or disability.
 - E.** CBU acknowledges that, as required by the Commission, the District shall not displace a certificated District employee with the placement of an intern.
- III. SUPERVISION OF INTERNS.** CBU shall provide site supervisors, (each a “University Supervisor”) for all interns. University Supervisors shall visit interns in the intern environment at least once per semester. Interns are employees of the District and subject to all of the rights

and obligations associated to such employment, including the normal certificated employee evaluation policies and practice. For employment purposes, the District shall be the sole evaluator of the intern, including the evaluation process, instrument and content. University Supervisors and the District shall provide input into the intern's evaluation for the purpose of course requirements, pursuant to CBU's Pupil Personnel Services Program Document (CTC Standards).

IV. PROGRAM SUPPORT. District and CBU shall work together collaboratively to provide the necessary support to the intern to ensure success.

- A.** The District and CBU shall each provide a qualified supervisor to assist each intern. District and CBU shall independently determine the qualifications of their respective supervisors. CBU requires that a field mentor be fully credentialed and at least two (2) years' job experience.
- B.** The District field mentor and CBU supervisor will meet together periodically with interns to ensure interns are following the California Standards for their specific credential.
- C.** The CBU supervisor and the District field mentor must agree upon a Learning Plan for the counseling intern's fieldwork experience. The plan includes the competencies the intern is expected to develop, the experiences used to attain the competencies, and a plan for determining competency attainment. All parties periodically review the Learning Plan.
- D.** The District shall assign a field mentor to the intern. District shall select and evaluate such field mentor in accordance with the District policies and practices.
- E.** The District shall include interns in appropriate District support programs and regularly scheduled staff development activities.
- F.** The duration and schedule of the fieldwork is to conform to the academic year of the school district, and the daily schedule is to conform to the hours of a typical school counselor, unless adjusted mutually by the CBU supervisor, the District field mentor, and the intern.
- G.** CBU Supervisor Responsibilities:
 - (1) Meet with school counseling intern regularly to review experience and for remediation as needed.
 - (2) Review program expectations and paperwork with field mentor at the onset of field placement.
 - (3) Maintain regular contact by email, phone, or meeting with field mentor to clarify expectations and monitor counseling intern's progress.
 - (4) Conduct on-site visitation during the academic year at least once per semester.
 - (5) Provide final evaluation of counseling intern for recommendation of credential.
- H.** Field Mentor Responsibility:
 - (1) Provide at least two hours of regularly scheduled supervision time each week with counseling intern.
 - (2) Help counseling intern understand rationale for actions and decisions.
 - (3) Provide experiences and materials needed for counseling intern to conduct activities identified in the Learning Plan.
 - (4) Keep CBU supervisor informed of counseling intern's progress (i.e., complete progress forms, emails, etc.).
 - (5) Provide feedback to Program for improvement.

V. RIGHTS AND RESPONSIBILITY OF INTERNS. Interns shall be deemed District employees for all purposes. As such, Interns shall be entitled to all rights and obligations normally afforded the District employees of like classification, assignment and working conditions.

- A. Interns shall assume the full legal responsibility for the activities and assignment(s) they are given.
- B. Interns shall be paid as “non-credentialed” employees commensurate with their assignment and the applicable collectively bargained Agreement for Certificated Bargaining Unit.
- C. Subject to the limitations of California Education Code Section 44462, District reserves the right to adjust Intern’s compensation to cover supervision services pursuant to this Agreement.
- D. Interns shall not acquire tenure while serving on an internship credential or in a “non-credentialed” status. Acquiring tenure shall be governed by the then-applicable California Education Code provisions.
- E. Interns may be assigned to extracurricular activities. However, such assignments shall not present a conflict with the intern’s responsibilities at CBU.
- F. Interns shall attend all assigned school and District in-service training sessions or orientations. Interns shall attend department and faculty meetings, parent-teacher conferences and back-to-school nights. If there is a conflict between such District events and CBU programs, District events shall take priority.
- G. Interns shall not be entitled to additional days off or release time than what is afforded other employees of like classification, assignment and working conditions. Interns shall coordinate with their assigned school principal any planned days off for personal business or unpaid personal leave in order to meet any special requirements imposed on an intern by CBU to attend CBU classes or programs. If there is a conflict between such CBU obligations and normal responsibilities at the District, the normal responsibilities at the District shall take priority.
- H. Interns shall comply with all federal, state and local statutes and regulations applicable to District certificated employees, including without limitation, laws relating to the confidentiality of student matters.
- I. Interns shall obtain prior written approval of the District before publishing any materials relating to the internship experience.