

## MEMORANDUM OF UNDERSTANDING

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
MICHAEL D. EISNER COLLEGE OF EDUCATION

## SECONDARY EDUCATION SINGLE SUBJECT UNIVERSITY INTERN PROGRAM

This is a MEMORANDUM OF UNDERSTANDING (“MOU”) by and between **California State University, Northridge** (“University”) and **William S. Hart USD**, (“LEA”), hereinafter called the “Partners.”

Teaching Internship Programs are designed to help districts meet shortages of qualified teachers, and to attract persons into teaching who would not normally enroll in a traditional preparation program. Internships provide an alternative route to certification that allows candidates to obtain credentials while teaching in classrooms. This arrangement requires cooperative agreements between participating Local Education Agency (LEAs) and Institutes of Higher Education (IHEs) to address the employment shortages in the specified LEA.

As the **Lead Sponsor** in the California State University, Northridge, Secondary Education Intern Program, the University will provide:

- A. A teacher education program that consists of sequenced coursework leading to a Preliminary Single Subject credential with individual Intern advisement and mentoring;
- B. Classroom support and on-site supervision by University Supervisors, either full or part-time faculty, who have the following qualifications:
  - An understanding of current knowledge in the content taught
  - An understanding of the context of public schooling
  - Ability to model best professional practices in teaching and learning, scholarship, and service
  - Knowledgeable about diverse abilities, cultural language, ethnic and gender diversity
  - A thorough grasp of the academic standards, frameworks, and accountability systems that drive the curriculum of public schools
- C. Monitoring of university-provided University Supervisor and employer-provided Support Provider mentoring;
- D. Documentation of specific responsibilities of the program coordinator including contact/communication with the Support Provider throughout the 2-year program;
- E. A minimum of 6 supervisory observations in the Intern’s final semester and 4 in all other semesters;
- F. A biweekly or weekly seminar at CSUN to support Interns and address issues arising in the Interns’ classrooms;

- G. In-classroom coaching specific to the needs of English learners;
- H. For new Interns, a minimum of 120 clock hours of pre-service, foundational preparation in general pedagogy, including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and specific content regarding the teaching English Learners. New Interns may satisfy this requirement via credential coursework and/or the completion of a set of pre-service requirements.

As a **Co-sponsor** in the California State University, Northridge, Secondary Education Intern Program, the LEA will:

- A. Assign each intern a Support Provider who meets the following qualifications:
- Holds a valid corresponding clear or life credential
  - Has 3 years of successful teaching experience
  - Has an English Learner Authorization (if responsible for providing specified English Learner support)
- B. Ensure that the Support Provider provides support to the Intern—in the form of assistance with lesson planning, teaching observations, providing feedback, offering suggestions and resources, modeling teaching practices, and informally assessing the Intern’s growth on the Teaching Performance Expectations (TPEs)—for a minimum of two (2) hours each week;
- C. Provide protected time for the Support Provider to work with the Intern within the school day in order to accomplish the expectations in B;
- D. Assign a Support Provider to Interns who have not yet earned an English Learner Authorization (ELA) to assist the Intern with planning lessons that are appropriately designed and differentiated for English Learners, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed;
- E. Attest that LEA within its jurisdiction that hosts a student teacher for CSUN meets the following criteria, as per the Preliminary Multiple Subject and Single Subject Credential Program Standards of the CA Commission on Teacher Credentialing:
- Has a fully qualified site administrator
  - Demonstrates commitment to collaborative evidence-based practices and continuous program improvement
  - Has partnerships with appropriate other educational, social, and community entities that support teaching and learning
  - Places students with disabilities in the Least Restrictive Environment (LRE)
  - Provides robust programs and support for English learners
  - Reflects, to the extent possible, socioeconomic and cultural diversity
  - Permits video capture for candidate reflection and TPA completion
- F. Will collaborate with CSUN to select Cooperating Teachers at the LEA placement school who:
- Hold a Clear Credential in the content area for which they are providing supervision
  - Have a minimum of three years of content area K-12 teaching experience
  - Have demonstrated exemplary teaching practices

G. Understand that Cooperating Teachers at the LEA placement school are expected to:

- Commit to participating in all required training and professional development activities, in a variety of delivery modes (e.g., face to face, online asynchronous), including a one-time initial training of about 10 hours
- Provide a minimum of five (5) hours weekly of support and guidance for the student teacher (some of which may be provided virtually)

Indemnification

Each party to this agreement agrees to indemnify and hold each of the other parties harmless against any and all liability, claims and damages arising out of or caused by that party's negligent or intentional acts.

Insurance

Each party agrees to hold prior to the commencement of work a certificate of insurance stating that there is General Liability insurance presently in effect for each other with a combined single limit of not less than \$2,000,000 per occurrence, and \$4,000,000 aggregate; and that vehicle insurance (where applicable) is in effect with a minimum coverage of \$2,000,000 per occurrence. Additionally, each parties' employees, volunteers, officers, and agents of each of them, are included as additional insureds, but only insofar as the operations under this contract are concerned. Evidence of Workers' Compensation insurance coverage will also be required (where applicable).

As Partners, the University and the LEA will provide teacher education and on-the-job support and supervision to beginning teachers.

Term/Termination

This Agreement shall be effective as of the date executed by the last Party and shall remain in effect in perpetuity. This Agreement may be terminated at any time by the written agreement or upon 30 days' advance written notice by one party to the other, PROVIDED, HOWEVER, that in no event shall termination take effect with respect to currently enrolled students, who shall be permitted to complete their training for any cohort in which termination would otherwise occur.

The signatures below indicate agreement to the stipulations in this MOU and verify that interns do not displace certificated employees in participating districts.

**California State University, Northridge Representative**

Name: Deborah Flugum, Director, Purchasing & Contract Adm Date

Signature: \_\_\_\_\_

**William S. Hart USD Representative(s)**

Name: \_\_\_\_\_ Date

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date

Signature: \_\_\_\_\_