



**Professional School Psychology Fieldwork Agreement
Between the Department of Educational Psychology and
Counseling and the Fieldwork Supervision School
District/Agency**

VIRTUAL INTERNSHIP ONLY

Instructions

1. Please complete this digital form by typing information into the Shaded Boxes.
2. Please send questions and comments to Dr. Wilda Laija-Rodriguez wilda.laija-Rodriguez@csun.edu
3. Mail the signed and completed documents to:
Wilda Laija-Rodriguez, Ph.D.
Department of Educational Psychology and Counseling
California State University, Northridge
18111 Nordhoff Street Northridge, CA 91330-8265

This Clinical Training Affiliation Agreement is a collaborative and mutual understanding between

Department of Educational Psychology and Counseling

California State University, Northridge

hereinafter referred to as "University"

and

hereinafter referred to as "*School District/Agency*"

for providing quality clinical placement experiences to student-trainees enrolled in the master's degree and/or credential degree program in School Psychology specialization, hereinafter referred to as "*student*".

This affiliation agreement is reflective of the intent by both the University and School District/Agency to promote quality clinical training for school psychology candidates through coordinated training objectives, enhanced supervisory experience and enriched professional identity.

University: California State University, Northridge
Department of Educational Psychology and Counseling
18111 Nordhoff Street Northridge, CA 91330
(818) 677-2599
www.csun.edu/epc

Contact:

Dr. Wilda Laija-Rodriguez wilda.laija-rodriguez@csun.edu, Professor and Fieldwork Coordinator

School District/Agency:

School District/Agency Contact for Students Seeking Placement

I. TERMS OF THE CLINICAL TRAINING AFFILIATION

A. General Understanding

1. **Length of Agreement:** Unless earlier terminated, the affiliation agreement between the University and School District/Agency will be in effect for a term of one (1) year from the approval date.
2. **Renewal Process:** The University or School District/Agency may make amendments at any time and such amendments will be made in writing and signed by each party. As necessary, both the University and School District/Agency will review and revise the terms of this affiliation prior to renewal. The party proposing changes to the agreement is required to provide 30 days advanced written notice of the intention to change the agreement.
2. **Purpose:** This is an affiliation agreement between the University and School District/Agency to provide students with clinical experience and training. It is understood that the students are not required nor expected to recruit clients for the School District/Agency as part of their clinical placement. At no time throughout this agreement should students be considered officers, employees, agents or volunteers of the University. The student shall be considered as an “official volunteer” of the School District/Agency for purposes of Worker’s Compensation and Liability coverage.
3. **Site Qualifications:** The School District/Agency is not a private practice setting. The School District/Agency lawfully and regularly provides school psychology services and is a K -12 school accredited by the State of California.

4. **Student Qualifications:** All students who have been designated as an “*School Psychology Intern or candidate*” by University are eligible to apply for clinical placement at the School District/Agency. The students will be expected to apply according to the School District/Agency’s process and procedures. The School District/Agency may select appropriate students for their training programs through its own application and selection process.
 - a. Students will be expected to adhere to the School District/Agency’s administrative, confidentiality, conflict of interest, code of conduct, operational, and clinical policies and procedures.
 - b. An School District/Agency that charges training/supervision fees are required to inform students during the application process.
 - c. Students will be required to procure and maintain in force during the term of student(s)’ fieldwork placement, at the student(s)’ sole cost and expense, professional and personal liability insurance coverage to protect the student against liability arising from any and all negligent acts or incidents caused by the student(s). Coverage under such professional and personal liability insurance shall be not less than \$2,000,000 for each occurrence and \$4,000,000 aggregate for all Covered Parties. Evidence of such insurance will be provided by the EPC Department on behalf of the university upon request of the School District/Agency.
5. **Training Agreement:** Students accepted to the School District/Agency will provide the School District/Agency with CSUN’s *School Psychology Fieldwork Agreement* form. This form specifies the unique requirements of each trainee’s placement and clarifies the responsibilities of the School District/Agency, Trainee, and University.

B. Ethical, Legal and Professional Issues

1. The University requires that students be knowledgeable about the laws and regulations relating to the practice of National Association of School Psychology in California; all students must complete a course in ethics before beginning fieldwork.
2. The clinical supervisors know, understand, and abide by the laws and regulations pertaining to supervision of trainees and to the experience required for licensure as school psychologists.
3. The University and the School District/Agency expect that the students will abide by the ethical standards of the National Association of School Psychologists. The University will provide the students with these ethical standards during their first year in the program.
4. The University and the School District/Agency will promote the professional identity of the students as licensed school psychologists and will encourage the students to join professional organizations related to school psychology.

II. UNIVERSITY’S CONTRIBUTION

A. Approval of Training Status of Students

Through the Educational Psychology and Counseling (EPC) Department, the University will review students’ preparedness for clinical experience at the end of their first year for fieldwork or

practica and at the end of the second year for internship. who pass this review will be allowed to begin their placements in the field during their second year.

B. Preparation of Students for Field Placement

Prior to allowing students to register for field placement, the University agrees to ensure that students have the following coursework:

- *EPC 659A and EPC 659B: Pre-Practicum Experience* (Practicum A and B)
- *EPC 667: Law and Ethics*, including child abuse reporting.
- *EPC 664: Diagnosis*, including an introduction to major DSM diagnoses
- *EPC 655: Theories*, including the major counseling and family therapy theories.
- *EPC 643: Cross-cultural counseling*
- *EPC 661: Multi-systemic Behavioral Intervention*, which focuses on functional assessments.
- *SPED 610: Academic Interventions*, which focus on curriculum evaluation and interventions

During clinical placement experience, students will be monitored by the University through a fieldwork course. All students are required to be enrolled in a fieldwork course while providing direct client service. The University will orient and inform the students regarding the University's expectations and California license requirements regarding clinical placement experience. The University will provide students with a Student Handbook that includes such information and required forms. The Student Handbook will instruct students on current requirements and procedures as defined by the University.

C. Procedure for Addressing Student/Supervisor Concerns

The procedure for handling conflicts between the student and School District/Agency or supervisor is for the student to address these difficulties with his/her primary supervisor at the School District/Agency, or if the supervisor has concerns to address these directly with the student as early as possible. If the problem is not resolved, the student and/or supervisor should address their concerns with the student's Fieldwork/Internship Instructor and/or the Fieldwork/Internship Coordinator. If necessary, a written addendum to the training agreement may be used to address concerns. Additionally, in coordination with the field site, the Fieldwork/Internship Instructor may refer the student the Department's Student Affairs Committee to address more serious concerns related to academic, competency, and/or legal/ethical issues.

D. Distribution of Information about School District/Agency

The University will share School District/Agency information and recruitment announcements for students. The School District/Agency will also be welcomed to attend a district informational session in the Spring for fieldwork students.

III. SCHOOL DISTRICT/AGENCY'S CONTRIBUTION

A. Provide Students with an Orientation of the School District/Agency

The School District/Agency will provide the students with an orientation to the School District/Agency's administrative and clinical policies and procedures. The School District/Agency will have a written plan for handling emergencies at each site that students are providing services and orient the students on the execution of the plan.

B. Assign Students Direct Experience

The School District/Agency will involve the students in assignments that include direct client contact, which involves opportunities to counsel, assess, consult and conduct behavioral and academic interventions with students. Assessment, consultation, and interventions will also involve contact with teachers, parents, and school personnel. The School District/Agency will assign cases and clinical duties that are consistent with the students' level of experience and competence.

The School District/Agency agrees to provide the following hours of experience for each student:

1. **Up to 450 hours of fieldwork placement or up to 1200 hours of internship placement to include opportunities to gain experience in:**
 - Counseling
 - Consultation with parents, teachers, and school staff
 - Psycho-educational and behavioral assessment
 - Academic and behavioral interventions
 - Providing in-services and workshops
 - Other duties specific to school psychology
2. **Weekly individual supervision that should sum up to at least 2 hours; and**
3. **Provide supervision from an experienced (at least three years) school psychologist.**

These hours must also include experiences in the following areas:

- a. Assessing and diagnosing mental health issues.
- b. Writing psycho-educational reports.
- c. Referring clients to community resources, when feasible.
- d. Implementing specific National Association of School Psychology theories and techniques.

C. Provide Training

The School District/Agency agrees to provide training and support when gaps in training are noted in the following areas:

1. assessment
2. counseling
3. consultation
4. interventions
5. opportunities for research

D. Evaluate Qualifications of Supervisors

The School District/Agency will determine that the supervisors assigned to supervise School Psychology trainees have the appropriate clinical training, supervisory experience and license qualifications.

E. Verify the Clinical License of Supervisors

The School District/Agency will verify that the clinical licenses of its supervisors are current and that the supervisors have completed training in supervision, as required by the National Association of School Psychologists (NASP), which indicates at least three years of experience.

F. Allow Presentation of Cases

The School District/Agency will allow students to present clinical cases treated at the School District/Agency in their fieldwork courses at the University. Identifying client data will be changed to protect client confidentiality.

G. General School District/Agency Information

1. **Description of School District/Agency (for student publications):**

(Please provide a brief description of the School District/Agency, including information such as the following: description of clients; services offered; student responsibilities; cultural groups served; School District/Agency's theoretical orientations, if applicable; use of multidisciplinary teams; training fee or stipend; locations where clinical services are provided; limit 200 words)

2. **Candidates may provide services for:**

- ☒ Children/Adolescents
- ☒ School faculty and staff
- ☒ Parents when needed and when appropriate

3. **Candidates will gain experience in (checked boxes required of all sites):**

- ☒ Assessment/Diagnosis: Describe: Psycho-educational, functional, and curriculum assessment
- ☒ Counseling: Individual and group
- ☒ Consultation: Describe: behavioral and academic consultation
- ☒ Academic and behavioral interventions: Describe: _____
- ☒ Diverse Client Population: Describe: _____
- ☒ Crisis Management: Describe: _____
- ☒ In-services/workshops: Describe as needed and agreed with supervisor _____
- ☐ Other: Describe: _____

4. **Candidates will have the opportunity to participate in:**

- ☒ Training seminars at site: Training will include topics such as: _____
- ☒ Staff meetings
- ☒ Continuing education seminars or conferences off site.

5. **Supervision**

The site agrees to provide:

- ☒ Individual weekly supervision (required for our national accrediting body)n- 2 hours min.
- ☐ Group supervision
- ☒ Supervision by a NASP Approved Supervisor (Supervisor with at least three years of experience)

6. **Application Procedure/Requirements**

- a. Describe application procedures and deadlines: candidates will apply to districts
In the Spring semester
- b. To apply for a training position the student needs to contact (name, title) at (phone, email) and complete the following: (interview, resume, application, fingerprints, etc.) - will depend on district

- c. The School District/Agency requires a school calendar (from Sept to June) commitment and a minimum of 8 hours of *direct client services per week* and a range of 8-40 hours per week, depending on the site, needs, and whether the position is for fieldwork or internship.

7. **Proof of Insurance**

The School District/Agency shall procure and maintain or provide a program of self-insurance for General Liability Insurance, comprehensive or commercial form with \$2,000,000 minimum limit for each occurrence and minimum limit of \$4,000,000 General Aggregate and vehicle insurance in effect with a minimum coverage of \$1,000,000 per occurrence. Insurance shall be placed with insurers with a current A.M. Best rating of no less than VII. The School District/Agency will provide evidence of such insurance upon the request of the University.

H. Clinical Supervisors

1. **Responsibility Statement:** The clinical supervisors of the School District/Agency will sign the *Responsibility Statement for Supervisors of a School Psychology Intern or Trainee* form for each student under their supervision and will provide the student with the original copy. It is the student's responsibility to obtain the supervisor's signature and retain it for their records.
2. **Logs of Hours:** The clinical supervisors of the School District/Agency will review and sign hour logs of hours (required for its national accreditation). These forms are to be completed by the student on a weekly basis and it is the responsibility of the student to obtain the supervisor's signature and retain these. Supervisors should sign the form each week.
3. **Online Evaluation of Student:** Each semester, the supervisor will complete an online evaluation of the student. The student will request the supervisor's email at the beginning of the semester. The supervisor will be sent two emails, one with a password and one with a link, towards the end of the semester. The supervisor is required to meet individually with the student to review the evaluation. The evaluation is due to the University in the last week of classes each semester; it is the student's responsibility to inform the supervisor of this due date. The online evaluation is considered complete, only when the supervisor selects the "submit" button at the end of the evaluation. The supervisor will know the evaluation has been received when he/she receives an email copy of the evaluation.
4. **Experience Verification Form:** The clinical supervisors of the School District/Agency will complete and sign the *School Psychologist Experience Verification* form for each student under their supervision upon completion of the supervisory relationship. It is the responsibility of the student to complete this form and keep the original copy for submission to the Board of Behavioral Sciences.
5. **Volunteer Supervision Requirements:** Supervisors employed by the School District/Agency on a volunteer basis need to have a written agreement with the School District/Agency regarding their supervisory assignments.
6. **Dual Relationships:** Supervisors will not be related to the students under their supervision, nor will they have a personal relationship, which undermines the authority or effectiveness of the supervision.

7. **Responsibility for Oversight:** The School District/Agency, through its clinical supervisors, has the primary responsibility for ensuring that the extent, kind and quality of the experiences performed by the students is consistent with the training and experience of the students and meets the requirement established by law and ethics. The supervisor will remain updated about the state's laws and regulations regarding school psychology.

8. **Provision of Supervision:** The School District/Agency will provide each student with:

- A minimum of two (2) hours of individual supervision each week that the students claim hours of experience.
- Sufficient individual and group supervision to maintain the state mandated ratio of one unit of supervision for every five clients seen.
- Group supervision will not include more than three (3) supervisees.
- Secondary contact person, in case supervisor is not available during an emergency.

Students will not count as hours of experience the hours when clients do not appear for their sessions. When the supervisor is unavailable for any given week, the students will receive supervision from another qualified licensed professional, as arranged by the School District/Agency.

9. **The School District/Agency, through its clinical staff, will monitor the clinical practice of the students using the following methods:**

- ☒ Review of student's written reports
- ☒ Student's report of work in supervision
- ☒ Co-facilitation of groups or sessions with school psychology staff
- ☒ Review of audio or video recording of student's sessions
- ☒ Direct observation by clinical staff of student's clinical work
- X Other: Through consultation with supervisor

I. Evaluation of Training Progress

1. The School District/Agency will determine when students are prepared for school psychology assignments and will assess each student's level of clinical competence.
2. The School District/Agency will provide students with ongoing feedback of their training progress and written remediation plans, as appropriate to the situation. The School District/Agency will notify the University, verbally or in writing, of concerns with student progress.

J. **Indemnification:**

- a. CSUN and District agree to indemnify, defend, and hold harmless each other and their elected and appointed governing board members, officers, agents, employees, and any students acting as such, against all liability, claims, demands, damages, causes of action, judgments, costs, including court costs and reasonable attorneys' fees, arising out of or resulting from injury to person(s) or personal property or the negligent acts or omissions or willful misconduct of each other's students, officers, employees, agents and/or

representatives arising out of or in connection with the performance of this Agreement, or in proportion to the comparative fault of each other's students, officers, employees, agents and/or representatives.

- b. CSUN shall ensure that all Students under this agreement being hosted by the School/District have obtained a Certificate of Clearance from the State of California in accordance with the California Education Code prior to commencing any assignment as a Student Psychologist.

[Facility] is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". [Facility] 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. [Facility], 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, [Facility] will take steps to comply with the modified, changed or updated guidelines or directives. If at any time [Facility] becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify [X] of that fact

IV. SIGNATURES

This understanding of the clinical training affiliation agreement between the University and the School District/Agency has been formulated and approved by:

School District/Agency's Representative: _____ Date: _____
Name, Degree, License, Title

EPC/University Representative Concur: _____ Date: _____
School Psychology
Fieldwork Coordinator

EPC/University Representative Concur: _____ Date: _____
Educational Psychology & Counseling
School Psychology Coordinator

EPC/University Representative Concur: _____ Date: _____
Educational Psychology & Counseling
Department Chair

Purchasing and Contract Admin Approved: _____ Date: _____
Suellen J. Martensson
Buyer III Purchasing & Contract Administration

