INTERNSHIP TEACHING MEMORANDUM OF UNDERSTANDING BETWEEN SANTA CLARA UNIVERSITY AND XYZ DISTRICT

The parties enter into this Internship Teaching Memorandum of Understanding ("MOU") to create a Teacher Intern Program whereby a student working toward a teaching credential at Santa Clara University's School of Education and Counseling Psychology ("Student Intern") has the ability to complete the teacher preparation coursework concurrent with the Student Intern's first year or two in a paid teaching position.

A. PARTIES

- 1. Santa Clara University, through its School of Education and Counseling Psychology ("SCU")
- 2. ("District")
- 3. ("Student Intern")

B. TERM

1. The term of this MOU shall be from AUGUST 1, 20XX to JULY 31, 20XX. Any party may terminate this MOU upon written notice to the others should a party fail to fulfill the responsibilities set forth herein.

C. PARTY RESPONSIBILITIES

- 1. Santa Clara University School of Education & Counseling Psychology Responsibilities:
 - a. Verify that the teacher candidate meets the basic program criteria to become a Student Intern: has a B.A. or B.S. degree; has met basic education skills competency (CBEST); has met subject matter competency (CSET); has met U. S. Constitution requirement; has obtained Certificate of Clearance; has completed the appropriate hours of pre-service training; and meets criteria for admission to the University.
 - b. Provide the Student Intern with an academic advisor to assist the Intern Teacher in developing an individual academic program plan for completion of the credential program within two years, as determined by the issuance date of the Intern Credential, and meeting the requirements for the preliminary credential being sought.
 - c. Assist the Student Intern in applying to the California Commission on Teacher Credentialing ("CTC") for the appropriate Intern Credential.

- d. Assign a Field Supervisor who will observe on-site teaching at least four times during assigned supervision semester(s), submit written observations, review lesson plans, and write a final evaluation.
- e. Provide support and supervision assistance with the CTC required hours of support/mentoring, and, if necessary, additional English Learner training (required if intern does not already hold an English Learner Authorization) each academic term.

2. District Responsibilities

- a. Employ the Student Intern in a position that qualifies the Student Intern for the Intern Credential and meets all applicable CTC and/or California Department of Education requirements (including teaching in a diverse classroom setting).
- b. Assign the Student Intern to an appropriate multiple subject class or single subject class, or class authorized by the Student Intern's Internship Credential.
- c. Verify that the Student Intern's teaching load will be reasonable for a teacher-in-training and protected from extracurricular and case-overload demands.
- d. Assign a teacher within the school setting and with equivalent instructional assignment to serve as a Local Support Teacher. The Local Support Teacher will have a minimum of three years of successful experience teaching and, if necessary, will hold a clear credential with either CLAD, BCLAD or ELA authorization and an Education Specialist clear credential. The Local Support Teacher shall support the Student Intern with weekly course planning, coaching in the classroom, problem-solving regarding students, curriculum, and teaching.
- e. Comply with all relevant California Education codes regarding the Intern Teacher, including California Education Code sections 44450-44468.
- f. Communicate with SCU regarding the progress of the Student Intern and identify any concerns.
- g. Notify SCU of any changes in the Student Intern's employment with the District.
- h. Stipulate that interns will not be hired if certificated employees are available in the participating school districts. The district further stipulates that when an intern is hired, there are no available qualified, certificated persons holding the credential within the district. SCU Interns will not displace certificated employees in participating districts.

3. Student Intern Responsibilities

a. Work with the academic advisor to design an academic program plan for completion of the credential program within two years, as determined by the issuance date of the Intern Credential.

- b. Complete all coursework in the timeframe and class format (e.g in-person classes, on-line courses, etc.) as prescribed by individual course instructors.
- c. Notify the appropriate SCU contacts (e.g. Intern Director and Credential Analyst) of any changes in employment during the internship.
- d. Maintain continuous enrollment in required credential coursework for the duration of the internship, and remain in good standing with the credential program and SCU.
- e. Meet all general credential obligations as required of non-intern candidates.
- f. Communicate with District to ensure compliance with all employment requirements and responsibilities.
- g. Acknowledge that any relevant information regarding job performance and/or academic achievement may be shared between the District and SCU.
- h. Complete all necessary paperwork for the internship, including that required by the CTC.

D. GENERAL TERMS

- a. SCU and the District agree to carry insurance customarily obtained in the industry in customary amounts and under customary terms and conditions.
- b. SCU and the District shall defend, indemnify, and hold one another, their Trustees, shareholders, officers, employees, students and agents harmless from and against any and all liability, loss, expenses, attorney's fees, or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omission of the indemnifying party, its officers, employees, or agents. This results in proportional liability such that each party is responsible for its own harm.

[Signature page follows]

By signing below, the parties agree to fulfill the requirements set forth herein. This MOU shall become effective on the date last written below.

 	Date

Dean or Designee, SCU School of Education and Counseling Psychology		
Chair, Department of Education, or Designee gm SCU School of Education and Counseling Psychology	 _ Chair Signature	 Date
District Representative		 _ Date
 Student Intern	 Student Intern Signature	 Date