



Northeastern University
on behalf of its
MILLS COLLEGE AT NORTHEASTERN UNIVERSITY, School of
Education

Multiple Subject Teaching Credential
Single Subject Teaching Credential

MEMORANDUM OF UNDERSTANDING

Student Teacher Under District Employment Contract (i.e., Intern)
Support, Mentoring and Supervision

AGREEMENT

THIS AGREEMENT entered in this day **MM/DD/YYYY** by and between Northeastern University on behalf of MILLS COLLEGE AT NORTHEASTERN UNIVERSITY, hereinafter called COLLEGE, and the _____ **SCHOOL DISTRICT**, hereinafter called DISTRICT:

WITNESSETH

WHEREAS the County Superintendent of Schools is authorized to enter into agreements with a state college, the University of California, or any other 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 training curricula of such institutions (such students are referred to herein as “interns”); and

WHEREAS, any such agreement may provide for the payment in money, services or other valuable consideration for the services rendered by DISTRICT of an amount not to exceed the actual cost to DISTRICT of the services rendered; and

WHEREAS, it has been determined between the parties hereto that payment to be made to DISTRICT under this agreement shall not exceed the actual cost to DISTRICT for the services that are rendered;

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

1. Responsibilities Shared by COLLEGE and DISTRICT

1.1. COLLEGE and DISTRICT share responsibility for providing each paid intern with 189 hours (minimum) of annual support, mentoring and supervision. The 189 hours will include 144 hours of support, mentoring, and supervision in general education and an additional 45 hours of annual support, mentoring, and supervision related to teaching English learners.

1.2. Interns who begin their DISTRICT employment after the beginning of the school year shall receive a minimum level of support, mentoring, and supervision prorated to the number of instructional weeks remaining in the school year.

1.3. Interns who are appointed at a time base of less than 1.00 or for less than a full year shall receive support that is commensurate with their employment percentage with DISTRICT. All interns will receive full university support as mandated by the California Commission on Teacher Credentialing.

1.4. The minimum amount of DISTRICT-employed supervisors' support and guidance provided to interns must be 5 hours per every instructional week.

1.5. DISTRICT certifies that interns do not displace certificated employees and that personnel are unavailable for the position. Rather, the parties are making efforts to develop a future applicant pool in high need areas.

1.6. DISTRICT shall ensure that the intern is receiving practice teaching in his or her area of subject matter competence as evidenced by the CSET or subject matter waiver that is in progress or completed.

1.7. DISTRICT certifies that this MOU has been reviewed and approved by the local organization representing the DISTRICT'S teachers in collective bargaining.

1.8. DISTRICT agrees and verifies that:

- i. The purpose of the Teacher Internship Program is to contribute to the group of qualified teachers the District seeks to maintain.
- ii. Each Intern Teacher's services will meet the instructional needs of the District.
- iii. Each Intern Teacher will be assigned under a teacher contract with an appointment of at least .60 FTE of his or her work day in a teaching position that allows for substantial experience in the instruction of District students.
- iv. No Intern Teacher will displace any teacher who holds qualifying credentials for his or her assigned position in the District.
- v. Based on current CTC pre-service requirements regarding English Learner content in Teacher Intern Credential programs and Supervision of Teacher Interns, the District will comply with CTC regulations and policies pertaining to supervision and support.

1.9. DISTRICT agrees and verifies that No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, 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 support person.

2. COLLEGE Personnel and Resource Support

2.1. COLLEGE Intern Instructor

COLLEGE shall appoint a COLLEGE Intern Instructor to perform the following:

2.1.1. Support all COLLEGE interns;

2.1.2. Assist and monitor all interns and University Supervisors (described below);

2.1.3. Work closely with the DISTRICT's Employer Provided Mentors (defined below) by providing training to all University Supervisors and coordinate training of EPM with DISTRICT; and

2.1.4. Monitor the intern's completion of the Intern Support Record, documenting that the required number of hours of Support/Mentoring and Supervision have been met.

2.2. COLLEGE Supervisor

COLLEGE shall designate a University Supervisor to provide support, mentoring and supervision to the interns. It shall be the responsibility of COLLEGE to provide compensation and/or release time to the University Supervisor. The University Supervisor shall possess each of the following qualifications:

2.2.1. Current knowledge of the content the intern teaches,

2.2.2. Understanding of the context of public schooling,

2.2.3. Ability to monitor best professional practices in teaching and learning, scholarship, and service,

2.2.4. Knowledge about diverse abilities, cultural, ethnic and gender diversity, and English language development

2.2.5. Thorough grasp of the academic standards and accountability systems that drive the curriculum of public schools

2.2.6. A corresponding teaching credential as the intern will earn or an Administrative Services Credential (general education only)

3. DISTRICT Personnel and Resource Support

3.1. Employer Provided Mentor

DISTRICT shall designate an Employer Provided Mentor (EPM) to provide support/mentoring and supervision to each intern. The EPM cannot be an administrator or evaluator of the intern. It shall be the responsibility of DISTRICT to provide compensation and/or release time to the EPM. The EPM shall possess each of the following qualifications:

3.1.1. Valid corresponding Clear or Life credential same as the intern will earn;

3.1.2. Three years or more successful teaching experience; and

3.1.3. English Learner (EL) Authorization.

3.2. University Supervisor Mentor Meetings

The intern, the University Supervisor and the EPM shall meet in person at least 3 times per semester to discuss the intern's progress.

3.3. Release Time

DISTRICT shall provide release time as needed for the intern and EPM to meet. If there are no English learners in the intern's assigned class(es), DISTRICT shall provide release time for the intern to observe and work with English learners in another class or school.

3.4. Employee Provided Mentor Training

DISTRICT is responsible for the training of EPMs with the assistance of the COLLEGE Intern Instructor.

4. COLLEGE-Provided Support, Mentoring, and Supervision Support

4.1. General Education and/or Special Education Observations by University Supervisor:

Four visits to observe the intern teaching, followed by one-on-one conferences totaling at least **8 hours per semester**.

4.2. English Learner (EL) Observations by University Supervisor:

Two visits to observe the intern teaching English Learners, followed by one-on-one conferences addressing issues related to English learners totaling at least 4 hours per semester.

4.3. Online Discussion Board, Email, and Phone Support by University Supervisor

University Supervisor will provide 10 hours per academic year of support and mentoring via Canvas, email, and phone.

4.4. Seminars:

Interns will attend a fieldwork or other support seminar each semester for a total of 8 semester credits, or 96 hours.

4.5. Intern Support Record:

The Intern Supervisor will communicate with interns by email and/or phone and will monitor their completion of the Intern Support Record using the Google Sheets and Google Forms that can be shared with DISTRICT and COLLEGE supervisors for a total of 5 hours per semester.

5. DISTRICT-Provided Support, Mentoring, and Supervision

5.1. General Education Support and Supervision by Employee Provided Mentor

The EPM will provide a minimum of 13 hours of support/mentoring and supervision per semester during school hours, including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and effective teaching methodologies.

5.2. English Learner Support and Supervision by Employee Provided Mentor

The EPM will provide a minimum of 5 hours per semester of support and supervision related to English Learners during the school day.

5.3. District and School Site Professional Development and Meetings

Interns will attend a minimum of 45 hours per semester of DISTRICT and school site sponsored events including New Teacher Orientation, Grade Level, Department Meetings, Faculty meetings, and Professional Development Seminars.

5.4. Intern Support Records Collaboration

The EPM will be invited to collaborate on Intern Support Records via Google Sheets and Google Forms by COLLEGE Intern Instructor. The EPM will use this program to approve support that is provided to the intern.

6. Additional Support Provided by COLLEGE and DISTRICT (Shared Responsibility)

6.1. Meetings. The University Supervisor, the EPM, and the intern will meet **3 hours per semester.**

6.2. Individualized Intern Plan

6.2.1. The University Supervisor, EPM, and the intern shall develop the Individualized Intern Plan (IIP) during the first three weeks of the school year.

6.2.2. The IIP will specify the support, mentoring, and supervision the intern will receive so that the total hours of annual support/mentoring and supervision are as set forth in section 1.1.

6.2.3. The plan shall be approved by the COLLEGE Intern Supervisor. The following are suggested mentoring activities that may be included in the plan, in addition to those mentioned above:

- a) Observation of others teaching,
- b) Supervision of the intern
- c) Conferences, in person
- d) Email or telephone conferences
- e) Grade level/department meetings
- f) Instructional planning
- g) Logistical help before or after school (bulletin boards, seating arrangements)
- h) Participation in DISTRICT or Regional conferences
- i) Review and discuss test results
- j) Editing work-related writing (letters to parents, announcement, etc.)
- k) Completion of interactive journal (intern and either University Supervisor or EPM)
- l) Video recordings of teaching practice

6.2.4. Interns are expected to attend all COLLEGE classes; they may not attend DISTRICT sponsored activities or engage in extra paid assignments that interfere with class attendance unless given permission by COLLEGE at least one week in advance.

6.3. Video Recording and Consent

6.3.1. Video Recording Requirement

- a. Video recordings of instructional practices are essential for evaluating candidates' teaching abilities and are a mandatory component of the credential recommendation process for the Teacher Performance Assessments (TPAs).
- b. Candidates will be responsible for recording and submitting video footage of their instructional practices, following the guidelines provided by the District and the College regarding content and length requirements.
- c. Candidates must obtain written consent from families with students participating in the video recordings, ensuring their understanding of the purpose and potential use of the recordings.

6.3.2. Support and Guidelines

- a. The District will provide candidates with clear instructions and guidelines, including technical specifications, content guidelines, and privacy considerations.
- b. The College will educate candidates on the significance of video recordings and provide guidance on obtaining consent forms from students while ensuring compliance with relevant privacy laws and regulations.
- c. The District and the College will establish reasonable timelines and deadlines for video recording submissions, considering the specific requirements of the TPAs.

6.3.3. Data Privacy and Security

- a. The Parties will prioritize safeguarding student privacy and comply with all applicable laws, regulations, and policies concerning data privacy and security.

6.3.4. Term and Amendments

- a. This article is effective upon execution of the MOU and remains in effect until termination. Any amendments or modifications to this clause require written agreement from both Parties.

7. Intern Contract with the Teacher Education Department at COLLEGE

7.1. Each intern will sign a contract agreeing to terms and responsibilities that are congruent with this MOU.

7.1.1. The Intern Contract will include the names of the University Supervisor and the EPM.

7.1.2. By signing the contract, the intern acknowledges that the internship may be revoked if the terms are not met.

7.2. Individual Intern Profile

7.2.1. COLLEGE will maintain a computer-based Individual intern profile (Profile) for each Intern, summarizing the type and quantity of support/mentoring and supervision each intern receives.

7.2.2. COLLEGE, DISTRICT, and the intern will all provide information, as requested, to the COLLEGE Intern Instructor to facilitate keeping the Profile up to date.

7.2.3. The intern will register and provide all information online as required by the Intern Contract and this MOU.

7.3. Intern Support Record

7.3.1. Each COLLEGE intern will complete an online Intern Support Record that documents the support received from COLLEGE and DISTRICT personnel.

7.3.2. The University Supervisor will monitor completion of the Intern Support Records for each intern.

7.4. Oversight by Academic Coordinator & Credential Analyst

7.4.1. COLLEGE Academic Coordinator & Credential Analyst, working with the COLLEGE Supervisor, shall make recommendations to the COLLEGE Chair of the Teacher Preparation Program and the Dean of Mills College at Northeastern regarding the performance of the COLLEGE Supervisors and the performance of DISTRICT in meeting all requirements included in this MOU.

7.4.2. The Academic Coordinator & Credential Analyst is responsible for reporting compliance with the intern support requirements to CTC.

7.5. Oversight by the Dean of Mills College at Northeastern

The Dean of Mills College at Northeastern shall notify appropriate DISTRICT administrators if COLLEGE has concerns about the performance of DISTRICT personnel.

7.6. Oversight by DISTRICT Administrator

Appropriate DISTRICT administrators shall notify the Dean of Mills College at Northeastern if there are concerns about the performance of COLLEGE personnel.

8. Term of the Agreement; Amending the Agreement; Termination of the Agreement

8.1. This Agreement shall be in effect beginning **MM/DD/YYYY** and shall continue in effect for each subsequent academic year on the anniversary of the aforementioned date until it is either amended or terminated by either party pursuant to sections 8.2 and 8.3 below.

8.2. Either DISTRICT or COLLEGE may request that the other party meet to consider amendments to this Agreement at any time during the initial term or any subsequent renewals, provided that any mutually agreed amendments must be set forth in writing and signed by both parties.

8.3. This Agreement may be terminated at any time by written instrument signed by both parties or upon 30 day's advance written notice by one party to the other, provided, however, that in no event shall termination take effect with respect to currently enrolled interns, who shall be permitted to complete their training for any semester in which termination would otherwise occur.

8.4. In the case of program closure, COLLEGE will make every effort to ensure that the teach-out plan for current students provides adequate time and resources for students to complete coursework and fieldwork requirements with the DISTRICT.

9. General Provisions

9.1. Length of Validity of the Intern Certificate: 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 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).

9.2. Insurance Requirements: Each party agrees to maintain (A) commercial general liability coverage of at least \$2,000,000 per occurrence, \$4,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII; and (B) Workers' Compensation insurance coverage as required by the State of California.

9.3. [Reserved].

9.4. DISTRICT and COLLEGE shall require COLLEGE students assigned to DISTRICT pursuant to this MOU to comply with Education Code Section 45125.1, to a background check, paper screening, and LiveScan clearance from the Department of Justice and Federal Bureau of Investigation, and any other or different screenings and background checks as may be required by relevant agencies and regulations from time to time.

9.5. DISTRICT and COLLEGE shall require COLLEGE students assigned to the DISTRICT pursuant to this MOU to comply with Education Code Section 49406 to provide evidence of negative tuberculosis test performed within 60 days of intern's start date.

9.6. All parties shall agree that no person, staff or student shall, on the basis of religion, race, color, national origin, ancestry, ethnic group identification, sex, disability, medical condition, marital or veteran status, age (over 40), gender identity or expression, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under this agreement.

9.7. Mandatory Instruction and Reporting: Before an intern is assigned to DISTRICT for placement, COLLEGE shall instruct such student on the applicable state and federal laws regarding unlawful discrimination (California Education Code sections 200-283 and Title LX, Section 504, Title VI) and mandated reporting of child abuse (Penal Code sections 11164-11174.35).

9.8. DISTRICT and COLLEGE will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial experience for all involved.

9.9. [Which party?] shall provide the student with general and professional liability insurance in the amount of \$1,000,000 per occurrence, \$3,000,000 general aggregate. This insurance only applies if both parties have signed this Agreement.

9.10. Nothing contained in this Agreement confers on either party the right to use the other party's name without prior written permission or constitutes an endorsement of any commercial product or service by COLLEGE or DISTRICT.

9.11. This Agreement may not be altered unless both parties agree in writing. The parties agree to follow all applicable Federal, State and Local laws and regulations, including but not limited to laws prohibiting discrimination and harassment.

Notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below:

DISTRICT

(Insert Name of District)

(Insert Name of Department)

(Insert Program Coordinator Name)

(Insert Title)

(Insert Address)

(Insert City, State Zip)

(Insert Telephone Number)

(Insert Email Address)

MILLS COLLEGE at Northeastern

Program Issues:

MILLS COLLEGE at Northeastern, School of Education

Name: _____

Dean of Mills College at Northeastern

5000 MacArthur Blvd, Oakland, CA 94613

(510) 430-3160

Email: _____

Contract Issues:

MILLS COLLEGE at Northeastern

Lila Abdul-Rahim

5000 MacArthur Blvd, Oakland, CA 94613

(510) 430-2235

lilaabdulrahim@northeastern.edu

[signature page immediately follows]

IN WITNESS WHEREOF, this agreement has been executed by and on behalf of the parties hereto, the day and year first above written.

MILLS COLLEGE agrees to the terms and conditions described in this document:

By: _____
Thomas C. Sheahan
Executive Vice Provost, Office Of The Provost

Date: _____

DISTRICT agrees to the terms and conditions described in this document:

By: _____
Name:
Title:

Date: _____

By: _____
School District Teachers' Association Representative
Name:
Title:

Date: _____

By: _____
School District School Board Certification (if applicable)
Name:
Title:

Date: _____