



## **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 Mills College at Northeastern University, School of Education hereinafter called MILLS COLLEGE AT NORTHEASTERN UNIVERSITY, 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; 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 do 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 MILLS COLLEGE AT NORTHEASTERN UNIVERSITY and DISTRICT**

**1.1.** MILLS COLLEGE AT NORTHEASTERN UNIVERSITY and DISTRICT share responsibility for providing each paid “Intern” with 189 minimum hours 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 equal 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 the percentage of their employment from DISTRICT. All “Interns” will receive full university support as mandated by the CTC.

**1.4.** The minimum amount of DISTRICT-employed supervisors’ support and guidance 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. An effort is being made to develop a future applicant pool in high need areas.

**1.6.** DISTRICT ensures that the “intern” is 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.

## **2. MILLS COLLEGE AT NORTHEASTERN UNIVERSITY Personnel and Resource Support**

### **2.1. MILLS COLLEGE AT NORTHEASTERN UNIVERSITY “Intern” Instructor**

MILLS COLLEGE AT NORTHEASTERN UNIVERSITY shall appoint a MILLS COLLEGE AT NORTHEASTERN UNIVERSITY “Intern” Instructor to perform the following:

**2.1.1.** Support all MILLS COLLEGE AT NORTHEASTERN UNIVERSITY “Interns”;

**2.1.2.** Assist and monitor all “Interns” and MILLS COLLEGE AT NORTHEASTERN UNIVERSITY (USs);

**2.1.3.** Work closely with the DISTRICT's Employer Provided Mentors (EPM) by providing training to all MILLS COLLEGE AT NORTHEASTERN UNIVERSITY US and will 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. MILLS COLLEGE AT NORTHEASTERN UNIVERSITY Supervisor**

MILLS COLLEGE AT NORTHEASTERN UNIVERSITY shall designate a University Supervisor (US) to provide support, mentoring and supervision. It shall be the responsibility of MILLS COLLEGE AT NORTHEASTERN UNIVERSITY to provide compensation and/or release time to the US. The US 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. MILLS COLLEGE AT NORTHEASTERN UNIVERSITY Supervisor**

#### **Employee Provided Mentor Meetings**

The “Intern”, the US 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 (EPM) Training**

DISTRICT is responsible for the training of EPMs with the assistance of the MILLS COLLEGE AT NORTHEASTERN UNIVERSITY “Intern” Instructor.

## **4. MILLS COLLEGE AT NORTHEASTERN UNIVERSITY-Provided Support, Mentoring, and Supervision Support**

### **4.1. General Education and/or Special Education Observations by MILLS COLLEGE AT NORTHEASTERN UNIVERSITY Supervisor:**

4 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:**

2 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**  
(US) US 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 MILLS COLLEGE AT NORTHEASTERN UNIVERSITY 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 (EPM)**

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. The EPM will be invited to collaborate on “Intern” Support Records via Google Sheets and Google Forms by MILLS COLLEGE AT NORTHEASTERN UNIVERSITY "Intern" Instructor**

The EPM will use this program to approve support that is provided to the “Intern.”

## **6. Additional Support Provided by MILLS COLLEGE AT NORTHEASTERN UNIVERSITY and DISTRICT (Shared Responsibility)**

### **6.1. The US, the EPM, and the “intern” will meet 3 hours per semester.**

### **6.2. Individualized “Intern” Plan (IIP)**

**6.2.1.** The US, 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 equal to 144 hours plus 45 additional hours specific to the needs of English Learners.

**6.2.3.** The plan shall be approved by the MILLS COLLEGE AT

NORTHEASTERN UNIVERSITY “Intern” Supervisor. The following are suggested mentoring activities that may be included in the plan, in addition to those mentioned above:

1. Observation of others teaching,
2. Supervision of the “Intern”
3. Conferences, in person
4. Email or telephone conferences
5. Grade level/department meetings
6. Instructional planning
7. Logistical help before or after school (bulletin boards, seating arrangements)
8. Participation in DISTRICT or Regional conferences
9. Review and discuss test results
10. Editing work-related writing (letters to parents, announcement, etc.)
11. Completion of interactive journal (Intern and either US or EPM)
12. Video recordings of teaching practice

**6.2.4.** “Interns” are expected to attend all MILLS COLLEGE AT NORTHEASTERN UNIVERSITY classes; they may not attend DISTRICT sponsored activities or engage in extra paid assignments that interfere with class attendance unless given permission by Mills College at Northeastern University at least one week in advance.

## **7. “Intern” Contract with the Teacher Education Department at MILLS COLLEGE AT NORTHEASTERN UNIVERSITY**

**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 MILLS COLLEGE AT NORTHEASTERN UNIVERSITY Supervisor (US) and the Employer Provided Mentor (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.** MILLS COLLEGE AT NORTHEASTERN UNIVERSITY will maintain a computer-based Individual “Intern” Profile (IIP) for each Intern, summarizing the type and quantity of Support/Mentoring and Supervision each Intern receives.

**7.2.2.** MILLS COLLEGE AT NORTHEASTERN UNIVERSITY, DISTRICT, and the “Intern” will all provide information, as requested, to the MILLS COLLEGE AT NORTHEASTERN UNIVERSITY “Intern” Instructor.

**7.2.3.** “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 MILLS COLLEGE AT NORTHEASTERN UNIVERSITY “intern” will complete an online “Intern” Support Record that documents the support received from MILLS COLLEGE AT NORTHEASTERN UNIVERSITY 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.** MILLS COLLEGE AT NORTHEASTERN UNIVERSITY Academic Coordinator & Credential Analyst, working with the MILLS COLLEGE AT NORTHEASTERN UNIVERSITY Supervisor, shall make recommendations to the MILLS COLLEGE AT NORTHEASTERN UNIVERSITY Chair of the Teacher Preparation Program and the MILLS COLLEGE AT NORTHEASTERN UNIVERSITY Dean of the School of Education (or successor office) regarding the performance of the MILLS COLLEGE AT NORTHEASTERN UNIVERSITY 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 MILLS COLLEGE AT NORTHEASTERN UNIVERSITY Dean (or successor office)**

The MILLS COLLEGE AT NORTHEASTERN UNIVERSITY Dean (or successor office) of the School of Education shall notify appropriate DISTRICT administrators if MILLS COLLEGE AT NORTHEASTERN UNIVERSITY has concerns about the performance of DISTRICT personnel.

**7.6. Oversight by DISTRICT Administrator**

Appropriate DISTRICT administrators shall notify the MILLS COLLEGE AT NORTHEASTERN UNIVERSITY Dean (or successor office) of the School of Education if there are concerns about the performance of MILLS COLLEGE AT NORTHEASTERN UNIVERSITY 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 be continuous and be in place for each subsequent academic year on 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 MILLS COLLEGE AT NORTHEASTERN UNIVERSITY may request that the other party meet to consider amendments to this Agreement at any time during the initial term or any subsequent renewals, in writing signed by both parties.

**8.3.** This Agreement may be terminated at any time by amending the termination date by written instrument signed by both parties in compliance with Section 9.0. General Provisions of this agreement 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.** MILLS COLLEGE AT NORTHEASTERN UNIVERSITY may request that the other party meet to consider amendments to this Agreement at any time during the initial term or any subsequent renewals, in writing signed by both parties.

**8.5.** This Agreement shall be effective as of **MM/DD/YYYY** and shall remain in effect for five (5) years, terminating on **MM/DD/YYYY**.

**8.6.** In the case of program closure, MILLS COLLEGE AT NORTHEASTERN UNIVERSITY 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.** General Indemnity: DISTRICT and MILLS COLLEGE AT NORTHEASTERN UNIVERSITY agree to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this Agreement. This paragraph will survive expiration or termination of this Agreement.

**9.2.** Insurance Requirements Each party agrees to maintain 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.



**9.3.** Workers' Compensation insurance coverage as required by the State of California.

**9.4.** DISTRICT or MILLS COLLEGE AT NORTHEASTERN UNIVERSITY shall require MILLS COLLEGE AT NORTHEASTERN UNIVERSITY 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.

**9.5.** DISTRICT or MILLS COLLEGE AT NORTHEASTERN UNIVERSITY shall require MILLS COLLEGE AT NORTHEASTERN UNIVERSITY students assigned to the DISTRICT pursuant to this MOU to comply with Education Code Section 49406 to MILLS COLLEGE AT NORTHEASTERN UNIVERSITY students 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, patient, client, staff or student shall, on the basis of religion, race, color, national origin, ancestry, ethnic group identification, sex, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex 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 a "Intern" is assigned to DISTRICT for placement, MILLS COLLEGE AT NORTHEASTERN UNIVERSITY 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 MILLS COLLEGE AT NORTHEASTERN UNIVERSITY will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial experience for all involved.

**9.9.** 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 MILLS COLLEGE AT NORTHEASTERN UNIVERSITY.

**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

Intern Teaching Agreement

with \_\_\_\_\_ School District

School of Education, Mills College at Northeastern University

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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 UNIVERSITY**

**Program Issues:**

Mills College at Northeastern University, School of Education  
Name: \_\_\_\_\_

Dean of the School of Education (or successor office)

5000 MacArthur Blvd, Oakland, CA 94613

(510) 430-3160

Email: \_\_\_\_\_

**Contract Issues:**

Mills College at Northeastern University

Lila Abdul-Rahim

5000 MacArthur Blvd, Oakland, CA 94613

(510) 430-2235

[lilaabdulelahim@northeastern.edu](mailto:lilaabdulelahim@northeastern.edu)

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 AT NORTHEASTERN UNIVERSITY agrees to the terms and conditions described in this document:

By:

\_\_\_\_\_  
Thomas C. Sheahan | Executive Vice Provost, Office Of The Provost

\_\_\_\_\_  
Date

Intern Teaching Agreement

with \_\_\_\_\_ School District

School of Education, Mills College at Northeastern University

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

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Signature, District Representative

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Printed Name and Title

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Date

By:

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Signature, \_\_\_\_\_ School District Teachers' Association Representative

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Printed Name and Title

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Date

By:

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Signature, \_\_\_\_\_ School District School Board Certification (if applicable)

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Printed Name and Title

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Date