

6.2 Agreements for Internship Placements

SCHOOL PSYCHOLOGY PROGRAM
DEPARTMENT OF PSYCHOLOGY
CALIFORNIA STATE UNIVERSITY, FRESNO
FRESNO, CA 93740-8019

INTERNSHIP AGREEMENT

Intern: _____

District: _____

University Supervisor: _____ Year: _____

1. The above named intern has agreed to work a minimum of 32 hours per week for a total of 600 hours per semester. A minimum 1200 clock hours over the full academic year are required for program completion and the PPS credential.
2. The district must provide the intern with a minimum of two hours of supervision each week. It is expected that at least one hour is individual face-to-face supervision.
 - a. Intern supervisors must have a minimum of three years' full-time experience as a credentialed school psychologist.
 - b. Field supervisors are not assigned to supervise more than two interns unless given release time to do so.
3. It is recognized that internship is a collaborative venture between the university and district. Site placements should provide a diversity of experiences while maintaining stability for interns to become part of a site team and enable them to complete training requirements. Site placements should be coordinated between the district and university. All initial placements and changes should be discussed with the university program coordinator and university field supervisor prior to implementation.
4. The Intern, the Field Based Supervisor, and the University Supervisor will meet at least once each semester at the school site if feasible. FaceTime, Skype, or phone may also be utilized.
5. The Intern will meet three hours per week with the CSU, Fresno University Supervisor including class time, web-based training, and individual supervision. Additional supervision will be scheduled as needed. The district must agree to release time for internship class meetings.
6. The School District and Field Based Supervisor will ensure that the Intern is provided:
 - a. A written agreement from the School District specifying the terms of compensation;

- b. A written agreement from the School District specifying the terms of the internship (hours, duties, benefits, and supervision)
- c. Expense reimbursements;
- d. A safe and secure work environment;
- e. Adequate office space;
- f. Support services consistent with that afforded agency school psychologists;
- g. Provisions for participating in continuing professional development activities including NASP or CASP conference if presenting;
- h. Release time for internship supervision – on site and university
- i. A commitment to the internship as a diversified training experience (see #7).

7. It has been agreed by the undersigned parties that the Intern will gain experience in the following areas:

- a. Psycho-educational assessment, including test administration, file review, interviews, and observations for initial or triennial assessments
- b. Report writing
- c. IEP meetings and related paperwork
- TOTAL TRADITIONAL ASSESSMENT TIME = MAXIMUM 40%
- d. Consultation/Student Study Team Meetings
- e. Intervention design, implementation, and evaluation including baseline and progress monitoring observations
- f. Individual or group counseling (Special and/or General Education students)
- g. Alternative assessments (CBM, RTI)
- h. Other Multi-Tiered System of Supports (MTSS) or Social Emotional Learning (SEL) activities

TOTAL PROBLEM SOLVING TIME = MINIMUM 25%

- i. Continuing Professional Development (workshops, conventions, research)
- j. Supervision (Field and University)

TOTAL PROFESSIONAL DEVELOPMENT = MINIMUM 15%

Monthly intern logs will be reviewed to ensure adherence to these guidelines.

If at any time during the year the Internship School District should fail to live up to the terms of the internship placement this agreement may be terminated.

If the Intern does not perform his or her duties satisfactorily, this agreement may be terminated.

_____ (Intern) _____ (Date)

_____ (District Representative) _____ (Date)

_____ (University Supervisor) _____ (Date)

AGREEMENT
BETWEEN
CALIFORNIA STATE UNIVERSITY, FRESNO

College of Science and Mathematics
Department of Psychology

AND
School District

This AGREEMENT is made and entered on _____ pursuant to Education Code 89036, by and between the TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY, hereinafter called the "Trustees", on behalf of CALIFORNIA STATE UNIVERSITY, FRESNO, hereinafter called the "Institution", and (XX School District) hereinafter called the "Agency".

WITNESSETH

WHEREAS, the Trustees have approved a School Psychology Program for the Institution and such program requires practicum and internship experiences, and

WHEREAS, the Agency has facilities and accredited supervisors suitable for providing clinical/educational experience for the Institution's program, and

WHEREAS, THEREFORE, in consideration of the covenants, conditions, and stipulations hereinafter expressed and in consideration of the mutual benefits derived there from, the parties hereto agree as follows:

I. AGENCY SHALL:

- A. Provide facilities as presently available and as necessary for the development and maintenance of a clinical/educational experience for students of the program.
- B. Maintain the Agency facilities used for the clinical/educational experience in such a manner that said facilities shall conform to all requirements of applicable State Boards, and/or Business and Professional Codes.
- C. Assure that staff is adequate in number and quality to insure safe and continuous management of the student program in cooperation with the Institution's instructor.
- D. Provide Instructors and students taking part in the field experience, whenever possible, other incidentals that may be mutually agreeable.
- E. Provide emergency first aid for any student who becomes sick or injured by conditions arising out of or in the course of said student's participation in the clinical experience at the Agency. Provide medical examinations or other protective measures that may be required by the Agency.

- F. Have the right, after consultation with the Institution, to refuse to accept for further clinical/educational experience any of the Institution's students who in the Agency's judgment, are not participating satisfactorily.

II. INSTITUTION SHALL:

- A. Designate the students who are enrolled in the program of the Institution to be assigned for clinical/educational experience at the Agency.
- B. Supervise all instruction and clinical experience given at the Agency to the assigned students and provide the necessary instructors for the clinical experience program provided for under this agreement.
- C. Advise every student to conform to all applicable Agency policies, procedures, regulations, and all requirements and restrictions specified jointly by representatives of the Institution and Agency.
- D. Advise students that they may be required to obtain district fingerprint clearance at their own cost.
- E. In consultation and coordination with the Agency's representatives, plan for the clinical/educational experience to be provided to students under this agreement.
- F. In consultation and coordination with the Agency's staff for periodic conferences between appropriate representatives of the Institution and Agency to evaluate the clinical/educational experience of the program.

III. GENERAL PROVISIONS:

- A. Students are volunteers of the Agency and entitled to Worker's Compensation coverage. The Institution will provide Worker's Compensation coverage to students for injury or disease arising out of their use of the Agency's facility while participating in the Institution's program.
- B. Trustees shall be responsible for damages caused by negligent acts of its officers, agents, and employees occurring in the performance of this agreement. Agency shall be responsible for damages caused by the negligent acts of its officers, agents and employees occurring in the performance of this agreement. It is the intention of the Institution and Agency that the provision of this paragraph be interpreted to impose on each party responsibility for the negligent acts of their respective officers, agents, and employees.
- C. This Agreement shall become effective on the date of countersignature and shall continue to a period of five (5) years, provided; however, it may be terminated by either party after giving the other party sixty (60) days advance written notice of its intentions to so terminate.

- D. There shall be no monetary obligation on the Institution or Agency, one to the other.
- E. This Agreement may at any time be altered, changed, or amended by mutual agreement of the parties in writing. Additionally, this Agreement is not legal and binding upon any of the parties concerned until signed on behalf of the Trustees of the Institution, and the Agency.

IV.

This agreement shall become effective on the date of countersignature and shall continue for a period of five (5) years provided, however, it may be terminated by either party after giving the other party sixty (60) days advance written notice of its intention to so terminate; provided further, however, that any such termination by the Agency shall not be effective, at the election of the Institution, as to any student who at the date of mailing of said notice by the Agency was participating in said program until such student has completed the program for the then academic year.

Any written notice given this Paragraph IV shall be sent by registered mail to each address below:

California State University, Fresno
 Purchasing Department
 5150 N. Maple Avenue
 Fresno, CA 93740-0111

California State University, Fresno
 College of Science and Mathematics, Psychology
 2576 E. San Ramon, Mail Stop ST11
 Fresno, CA 93740-8039

INSTITUTION:
 CALIFORNIA STATE UNIVERSITY, FRESNO

By

 Coordinator School Psychology Program Date

By

 Director of Procurement Date

By

 Risk Management Date

AGENCY: XX School District

By

Date

PRINTED NAME: _____

TITLE: _____