



MEMORANDUM OF UNDERSTANDING FOR THE SECONDARY EDUCATION INTERN PROGRAM

A. GENERAL

This Memorandum of Understanding (MOU) is between the State of California, through the Trustees of the California State University, on behalf of California State Polytechnic University, Humboldt, all of which are hereinafter called the "State" or "State University and _____ herein after called the "District".

B. PURPOSE

The purpose of the MOU is to establish a formal working relationship between the parties to coordinate services for the university-based Intern Program in Secondary Education (SED) at University and Participating School Districts and Employing Agencies.

C. ELIGIBILITY

Interns are teachers who have been hired by a District and who have obtained an Intern Credential from University.

D. TERM

The term of this MOU is from _____, to _____.

E. DISTRICT RESPONSIBILITIES

1. As part of the Intern Application process the employer will identify a qualified mentor/support from the district. This person will be known as the mentor teacher.
 - a. The mentor teacher will have a valid corresponding Clear or Life Credential, three years teaching experience and have authorization to teach students who are English Learners (EL).
 - b. If the intern does not have EL authorization, the identified mentor teacher will be immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for ELs, for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed.
 - c. Terms of employment for the mentor teacher, including the evaluation process of the site support/mentor, will be clearly delineated.
2. The district will provide protected time for the mentor teacher to work with the intern within the school day for a minimum of one hour per week. This work includes weekly course planning, coaching within the classroom, and providing support for problem solving regarding student matters, curriculum and teaching. This will be documented on the Support and Supervision log. (See Appendix A.)
3. The District will provide professional development activities for the intern including grade level meetings, in-service activities and faculty meetings for approximately 1.5 hours per week. These activities will be delineated on the Support and Supervision log.
4. The District will make every effort to assign Interns to classrooms appropriate to their novice status avoiding, whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.
5. The District will ensure that interns are able to attend mandatory university classes/events including a week-long university class in late August.
6. The District provides interns with a District Orientation.
7. The District will develop a Professional Development Plan for each intern in consultation with the University SED Intern Program (see Appendix B).
8. The District will ensure that interns do not displace certificated employees.
9. The District will evaluate the intern on an annual basis.
10. The District will provide time for collaboration between mentor teacher and university supervisor.

E. The District agrees to accept students without regard to race, ethnic origin, sex, sexual orientation, gender, gender identity, gender expression, age, religion, disability, handicap, or political belief. UNIVERSITY RESPONSIBILITIES

1. The University SED Intern Program will advise and support the intern to complete the Intern Program in two years.
2. The University SED Intern Program will provide coursework that supports the intern's teaching assignment



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and progresses towards earning the Preliminary Secondary Education Teaching Credential.

- 3. The University SED Intern Program will identify a qualified supervisor who will be known as the University Supervisor. This individual will have current knowledge in the content; understand the context of public schooling; be able to model best professional practice in teaching and learning, scholarship and service; will be knowledgeable about diverse abilities, cultural, language, ethnic and gender diversity; and have a thorough grasp of the academic standards, frameworks, and accountability systems that drive the curriculum of public schools.
- 4. If the intern does not have EL authorization the University Supervisor will provide supervision that includes in-classroom coaching specific to the needs of English Learners.
- 5. Specific responsibilities of the University Supervisor include: observations in classroom, conferences with intern, and assistance with implementing class assignments in intern classroom. Total support and supervision equals approximately 1.5 hours. This will be documented on the Support and Supervision log.
- 6. The University SED Intern Program will organize procedures for ongoing collaboration, communication and access between University Supervisor and mentor teacher.
- 7. University will ensure that participating students will not be placed at District with unsupervised access to children until a background check by the Department of Justice, including fingerprint clearance, is completed and participating students are granted Certificate of Clearance by the State of California.
- 8. University shall ensure that participating students have provided evidence of tuberculosis screening administered in the first semester of their teacher preparation program.

F. SHORT TERM STAFF PERMITS

- 1. Credential candidates in the University SED program who are working under a Short Term Staff Permit will follow the guidelines outlined in the MOU for Intern Teachers. When intern preconditions have been met, STSP teachers may apply for the HSU SED Intern Program.

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

TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY
California State Polytechnic University, Humboldt

School:

Edna Lewis,
Procurement Specialist
Contracts & Procurement

Signature

By: _____
Print Name

Title