



INTERNSHIP MEMORANDUM OF UNDERSTANDING UNIVERSITY OF PHOENIX – California

The University of Phoenix Internship Program is a California Commission on Teacher Credentialing (CCTC) approved program for the **Multiple and Single Subject Credentials**. The Internship Credential has the same legal status as the California Commission on Teacher Credentialing (CCTC) Preliminary Credential, except that it is only valid in one school district or consortium. For this reason, interns must have a contract before a credential can be issued. Each intern candidate will work under the direct and continuing supervision of a University of Phoenix Intern Supervisor and Employer Mentor who provides general support at the classroom level of the Intern's Employer.

Preconditions Established by State Law for Internship Programs

For initial and continuing accreditation by the Committee on Accreditation, participating districts and universities must adhere to the following requirements of state law.

- (1) **Bachelor's Degree Requirement.** Candidates admitted to internship programs must hold a baccalaureate degree or higher from a regionally accredited institution of higher education in accordance with Education Code Section 44453,
- (2) **Pre-Service Requirement.** Each Multiple and Single Subject Internship program must include a minimum of 120 clock hours (or the semester or quarter unit equivalent) pre-service component which includes foundational preparation in general pedagogy including classroom management and planning, reading/language arts, subject specific pedagogy, human development, and teaching English learners.
- (3) **Professional Development Plan.** The employing district has developed and implemented a Professional Development Plan for interns in consultation with a Commission-approved program of teacher preparation. The plan shall include all of the following:
 - a. Provisions for an annual evaluation of the district intern.
 - b. A description of the courses to be completed by the intern, if any, and a plan for the completion of pre-service or other clinical training, if any, including student teaching.
 - c. Additional instruction during the first semester of service, for interns teaching in kindergarten or grades 1 to 6 inclusive, in child development and teaching methods, and special education programs for pupils with mild and moderate disabilities.
- (4) **Supervision of Interns.** In an internship program, the participating institutions shall provide supervision of all interns (see expectations below). 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's salary is reduced, no more than eight interns may be advised by one district support person in accordance with Education Code Section 44462.
- (5) **Assignment and Authorization.** To receive approval, the participating institution authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential in accordance with Education Code Section 44454. The institution stipulates that the intern's services meet the instructional or service needs of the participating district(s) in accordance with Education Code Section 44458.

- (6) **Participating Districts.** Participating districts are public school districts or county offices of education. Submissions for approval must identify the specific districts involved and the specific credential involved in accordance with Education Code Sections 44321 and 44452.
- (7) **Non-Displacement of Certificated Employees.** The institution and participating district must certify that interns do not displace qualified, certificated employees in participating districts.
- (8) **Length and 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 in accordance with Education Code Section 44325 (b).
- (9) **Justification of Internship Program.** Programs that are developed to meet employment shortages must include a statement from the participating district(s) about the availability of qualified certificated persons holding the credential.
- (10) **Early Completion Option.** Each multiple and single subject intern program must make available to candidates who qualify for the option the opportunity to choose an early program completion option, culminating in a five year preliminary teaching credential.

The University Intern Expectations

Participating interns must adhere and agree to the following.

- (1) All interns must obtain an approved teaching contract.
- (2) Each intern must hold an CA Intern Credential.
- (3) Interns must assume full teaching and legal responsibility for their assigned classroom pursuant to his/her teaching contract from the first day of the teaching assignment as a paid employee of the School District for at least one academic semester.
- (4) Interns will receive standard salary and benefits based on the assigned School District's current policies. The intern may be assigned to extracurricular activities, department and/or faculty meetings proportionate to the teaching load of a regular contractual teacher and agrees to attend department and faculty meetings and parent-teacher conferences as assigned by the school administration.
- (5) Interns may not coach extra-curricular activities nor be required to attend meetings that present a conflict with their current course schedule at the University of Phoenix.
- (6) Interns are expected to attend all school and district in-service training sessions whenever possible.
- (7) Interns agree to attend assigned District and School orientations that occur prior to the start of the school.
- (8) Interns are responsible for maintaining up-to-date records of course plans, lesson plans, and unit plans to meet the needs of all students. The intern is expected to:
 - a. make preparations to accomplish his/her teaching responsibilities outside the classroom, which includes and is not limited to development of lesson plans for all students
 - b. abide by the policies of the school and district
 - c. meet administrative due dates
 - d. communicate with parents by letter, phone, and/or conference when necessary
 - e. maintain prompt and regular attendance
 - f. maintain a grade book according to the requirements of the school
 - g. conference with the University Supervisor and Mentor to discuss progress and receive feedback about his/her teaching performance
 - h. maintain classroom control and management of all students
 - i. provide proper supervision of the students

- j. complete the University of Phoenix Progression Requirements for its Master of Arts/Teacher Education Program through continuous enrollment
- k. meet all requirements of the CA K-12 state standards

The Commission-Approved Intern Program Expectations

- (1) Provide a University Intern Supervisor with the following qualifications:
 - a. Five (5) years or more K-12 experience
 - b. EL Authorization
 - c. CLEAR or Life teaching credential
- (2) Complete yearly university training in supervision, assessment, academic standards and framework.
- (3) Conduct University Internship Orientation with the intern and mentor prior to assuming responsibilities.
- (4) Model professional practices in teaching and learning, collaborating in communities, reflective practice, valuing diversity, innovative practices, integrating technology, and professional development.
- (5) Provide supervision and in-classroom coaching specific to the needs of English learners.
- (6) Communicate with the assigned mentor to offer support to the intern, including sharing of documentation and monitoring of the Intern.
- (7) Provide five (5) hours per month advice and assistance, including in-class observations, evaluations, and coaching as outlined in the Support and Supervision document.
- (8) Establish communication procedures with mentor and intern.
- (9) Annual review of the intern.

The Intern's Employer Expectations

- (1) Assign a district/school mentor to the intern to provide support throughout the Internship.
- (2) The mentor will serve as an on-site guide, who observes the intern, and provides substantive feedback as outlined in Intern Support and Supervision document.
- (3) The mentor qualifications are: Master's degree preferred, a minimum of three (3) years (five (5) preferred) teaching experience and hold a CLEAR or LIFE credential in the appropriate subject, and hold an EL Authorization.
- (4) Provide written verification of position, including a letter of intent to hire and a copy of the official teaching contract.
- (5) Provide sufficient classroom resources, including the use of technology.
- (6) Communicate with University of Phoenix and the faculty supervisor to offer support to the intern.
- (7) Provide seventy-two (72) hours of support per intern per semester with a minimum of two (2) hours of support every five (5) instructional days, including coaching and in-class assistance working with English Language Learners, including lesson planning, assessment of language needs and progress, and resource support options.
- (8) Provide opportunities and resources for professional development.
- (9) Annual review of the intern in conjunction with the University Intern Supervisor.

* We, the _____ School District, County Office of Education
 _____ or Western Association of Schools and Colleges
 (WASC) approved private school _____, agree to all of the conditions of
 this Internship Contract Agreement as specified above, to be effective on _____
 (date), and continue for an indefinite period, unless otherwise terminated in writing by either
 party with a 60 day prior notice.

* If not applicable, please place N/A on the line.

University of Phoenix Representatives

*District, Consortium, or County
 Office of Education Representative*

 Signature of Campus College Chair,
 Education

 Print name with Title

 Signature of Credential Analyst

 Signature

 Date

 Date

 Address

 Organization

 Phone

 CDS Code

Intern Candidate

 (Intern) Print name

 Address

 Signature of Intern

 Phone



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/1/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cobbs Allen 115 Office Park Drive, Ste 200 Birmingham AL 35223	CONTACT NAME: Carla Matthews PHONE (A/C, No., Ext): 205-874-3611 E-MAIL ADDRESS: cmatthews@cobbsallen.com	FAX (A/C, No): 205-414-8105
	INSURER(S) AFFORDING COVERAGE	
INSURED APOLL-4 Apollo Education Group, Inc. 4025 S. Riverpoint Pkwy Phoenix AZ 85040	INSURER A: Everest National Ins. Co.	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1024954880 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		Y	RM5GL00002161	9/1/2016	9/1/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			RM5CA00003161	9/1/2016	9/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			XS5EX00071161	9/1/2016	9/1/2016	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	RM5WC00002161	9/1/2016	9/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: University of Phoenix student teaching placement. Mt. Diablo Unified School District is named as Additionally Insured as required by written contract, but limited to the operations of the Insured under said contract, per the applicable endorsement with respect to the General Liability policy.

CERTIFICATE HOLDER Mt. Diablo Unified School District 1936 Carlotta Dr Concord CA 94519	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Mt. Diablo Unified School District
1936 Carlotta Drive
Concord, CA 94519

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.