

## MEMORANDUM OF UNDERSTANDING

The University of the Pacific acting through its Benerd School of Education and Mt. Diablo Unified School District have entered into this memorandum of understanding ("MOU") pertaining to the supervision of those fieldwork students who are identified on Exhibit A attached hereto ("Students") for the 2014-2015 academic year beginning to 06/12/14.

The District appoints the site supervisor for each Student that is listed next to the Student's name as set forth on Exhibit A ("Site Supervisor"). The Site Supervisor who has a valid credential or license for the area he/she is supervising (School Psychology or School Counseling Credential or licensed psychologist), and is employed by the District, to serve as that Student's supervisor for the purpose of supporting, guiding, and evaluating the fieldwork students, in collaboration with Dr. Linda Webster, Department Chair of the University's Educational and School Psychology program, or any other person she designates in writing) ("Department Chair").

The specific responsibilities of the University, District and Students with respect to this fieldwork placement are below:

### ARTICLE 1 RESPONSIBILITIES OF THE UNIVERSITY

1. The University is responsible for ensuring that the fieldwork site is in compliance with the policies, regulations, and standards of the Commission on Teacher Credentialing, the National Association of School Psychologists, and the American Psychological Association.
2. The University has admitted the Students to its Ed.S. or Ph.D. graduate program in Educational and School Psychology. The University is responsible for ensuring that each Student is eligible for fieldwork, and agrees to enroll each Student for 1-4 units of EPSY 294b: School Psychology Fieldwork for each of the two semesters of fieldwork placement provided by the Student during the Academic Year.
3. The Department Chair will serve as liaison between the University and the District with respect to the Students and their fieldwork placement at the District.

### ARTICLE 2 RESPONSIBILITIES OF THE DISTRICT

1. The District will provide the Students with the opportunity to transfer methodology and theories into applied situations via their participation in the fieldwork experience and is responsible for providing the students with diverse experience in preparation for their future careers as school psychologists, in accordance with the students' knowledge and level of training, in the form of some to all the activities normally expected of a district-employed school psychologist. These experiences should depend on the level of the student and may include, but are not limited to, the experiences and activities set forth in Exhibit B attached hereto.

2. The District will provide the Students with experiences that will allow them to complete between 75 and 400 clock hours of work during their fieldwork experience, depending on the level of each Student. The specific hourly requirement (“**Hourly Requirement**”) for each Student is set forth next to that Student’s name on Exhibit A.

3. Each Site Supervisor will have the following responsibilities as part of his or her supervision of the Students:

a. The Site Supervisor will cooperatively plan and schedule the Students’ activities and experiences during the fieldwork experience.

b. The Site Supervisor will schedule and provide a minimum of 1 hour of direct face-to-face supervision each week.

c. The Site Supervisor will review and sign each entry from the Students’ log and progress notes to verify content.

d. The Site Supervisor will complete and submit end-of-semester evaluation forms, which will be provided by the University.

e. The Site Supervisor will release the Student, as needed, to attend fieldwork supervision and classes. (It is understood that the Student will need to be released with sufficient time to travel between the fieldwork site and the University.)

f. The Site Supervisor will hold a valid Pupil Personnel Services credential appropriate to the role and function of the duties being performed by the Student.

g. The Site Supervisor will participate in University-sponsored supervisor meetings held 2-3 times per year.

h. The Site Supervisor will ensure that the Student meets, at a minimum, the Hourly Requirement of fieldwork in a preschool-grade 12 setting in which he or she is qualified to supervise.

4. Consistent with the availability of resources to employed staff, the Students are provided adequate supplies and materials to carry out the functions of the fieldwork experience. An appropriate work environment should include adequate privacy of office facilities and access to secretarial assistance, telephone services, office equipment, and copying machines.

5. Ongoing professional development is a significant aspect of the fieldwork experience. Conferences, seminars, and in-service training opportunities available to employed school psychologists should also be available to the Students. The Students are encouraged to participate in state, regional, and national level meetings for school psychologists. Release time is granted by the University and is expected to be granted by the District.

**ARTICLE 3  
RESPONSIBILITIES OF STUDENTS**

1. Prior to beginning the work with the District, each Student will execute a Student Responsibility Agreement a copy of which is attached hereto as Exhibit C ("Student Agreement").
2. The responsibilities of the Students as set forth in the Student Agreement include:
  - a. Each Student is responsible for all transportation related to the fieldwork experience, including transportation between multiple fieldwork sites;
  - b. Each Student will participate fully, positively, and professionally in all fieldwork experiences;
  - c. Each Student will function within the policies of both the University and the District;
  - d. Each Student will keep a weekly log and progress notes of fieldwork experiences and meet all other course requirements as described in the syllabi for their course work; and
  - e. Each Student will attend all required weekly fieldwork supervision seminars at the University.

**ARTICLE 4  
SHARED RESPONSIBILITIES OF THE UNIVERSITY AND DISTRICT**

1. Both the University and the District are committed to ensuring that the Students receive a diverse fieldwork training experience.
2. Neither the University nor the District will discriminate on the basis of race, color, creed, age, national origin, or sex, nor will either party discriminate on the basis of handicap under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
3. The District may terminate an unsatisfactory Student for cause. The University may refuse academic credit for unsatisfactory performance. Any such actions by either party should be coordinated and the student must be granted due process under District and University policies and procedures.

The parties hereto have caused this MOU to be executed by their officials thereunto duly authorized. The faculty of the Educational and School Psychology Program is grateful for your assistance in preparing students for entry into the profession.

[Name of District]: Mt. Diablo Unified School District / 1936 Carlotta Drive, Concord, CA  
925. 682.8000

X \_\_\_\_\_  
Signature Date

X \_\_\_\_\_  
Print Out Full Name Title

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Out Full Name Title

University of the Pacific

*Linda Webster* 8/19/14  
\_\_\_\_\_  
Signature Date

Dr. Linda Webster, Chair,  
Educational and School Psychology Program

**EXHIBIT A**

**LIST OF STUDENTS**

<b>Name of Student</b>	<b>Site</b>	<b>Site Supervisor</b>	<b>Hourly Requirement</b>
<b>Jessica Butelo-Anderson</b>	<b>Pleasant Hill Elementary</b>	<b>Melissa Lienhard</b>	
<b>Megan Thompson</b>	<b>Riverview Middle School</b>	<b>Leticia Zelaya</b>	

## EXHIBIT B

### STUDENT EXPERIENCES

1. **Role and Function:** Develop a knowledge base and understanding of the various roles and functions of the school psychologist, and be able to selectively deliver services utilizing a variety of alternative models.
2. **Legal/Ethical:** Develop a knowledge base of federal and state laws, professional ethics, and professional standards as well as the skills to apply them in public and private educational agencies. Develop the skills to adhere to due process guidelines in major decisions affecting all students and to accepted standards in the practice of school psychology.
3. **Organization and Operation of Schools:** Develop an understanding of the organization and administration of public schools and the cultural, ethnic, religious, and geographic diversity of the students, parents, and staff served by school psychologists. Develop an awareness of community resources and the roles of other professionals in helping children, parents, and school personnel. Develop the skills to foster and facilitate interagency partnerships among family, school, health care, and community agencies to create healthy school environments.
4. **Assessment:** Develop the skills to select, administer, score, and interpret psychoeducational tests for individuals of different ages, exceptionalities, and cultural backgrounds. Develop competence in the use of interviewing, functional behavioral assessment, and curriculum-based methods. Develop the skills to integrate psychological and educational data into a psychological report and be able to link assessment results to educationally relevant interventions.
5. **Counseling:** Develop a counseling and mental health knowledge base and the skills to work with students who have educational, emotional, and/or behavioral problems to mitigate the emergence of enduring, unhealthy patterns of behavior. Develop a knowledge base and skills to help students, families, and schools deal with crises, such as school violence, suicide, and loss.
6. **Intervention:** Develop a knowledge base and the skills to identify controllable, causal aspects of social, emotional, and academic difficulties and be able to consult and collaborate in the design, implementation, and evaluation of interventions based on these aspects.
7. **Communication Skills:** Develop the interpersonal skills and both oral and written communication skills necessary to communicate effectively with children, parents, and school personnel from varied cultural, ethnic, religious, and geographic backgrounds. Develop the interpersonal skills to function as team leaders in school-based multidisciplinary teams.
8. **Research:** Become educated consumers of research relating to school psychology and be able to apply these research findings to the development of solutions for educational and psychological problems. Be able to disseminate information from the school psychology knowledge base to promote healthy school environments.





# CERTIFICATE OF LIABILITY INSURANCE

278263

DATE (MM/DD/YYYY)  
12/20/2013

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).

<b>PRODUCER</b> Commercial Lines - 800-388-9274 CA DOI#OB48048 10940 White Rock Road, 2nd Floor Rancho Cordova, CA 95670-6076	<b>CONTACT NAME:</b> Helen Hudson <b>PHONE (A/C, No, Ext):</b> 916-589-8225 <b>E-MAIL ADDRESS:</b> helen.hudson@wellsfargo.com	<b>FAX (A/C, No):</b> 877-822-5194
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> University of the Pacific Attn: Budget & Risk Management 3601 Pacific Avenue, Bannister Hall, 2nd Floor Stockton, CA 95211	<b>INSURER A:</b> United Educators Insurance Risk Retention Group	<b>NAIC #</b> 10020
	<b>INSURER B:</b> Zurich American Insurance Co	16535
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	


**COVERAGES**      **CERTIFICATE NUMBER:** 7032226      **REVISION NUMBER:** See below

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			CGL201400346400	1/1/2014	1/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ INCL IN GEN AGG
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BAP - 5543017 01	1/1/2014	1/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTIONS</b> <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: University of the Pacific Psychology Internship  
 Mt. Diablo Unified School District is included as additional insured with respect to general liability per form CGL 06-2008 attached.

<b>CERTIFICATE HOLDER</b> Mt. Diablo Unified School District 1936 Carlotta Drive Concord, CA 94519-1397	<b>CANCELLATION</b> 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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**Insured:** University of the Pacific  
**Policy Number:** CGL201400346400  
**Policy Period:** 1/1/2014 TO 1/1/2015  
**Carrier:** United Educators Insurance

**Insured means:**

- a. the Included Entities;
- b. any past, present or future trustees, governing board directors or Officers of an Included Entity while acting within the scope of their duties on behalf of that Included Entity; the estates, heirs, legal representatives or assigns of deceased, incompetent, insolvent or bankrupt trustees, governing board directors, or Officers; and spouses or domestic partners of governing board directors or trustees to the extent they are involved in Claims solely because of their status as spouses or domestic partners;
- c. at the option of the Educational Organization, any
  - (1) past, present and future employee, member of the faculty, student teacher, or teaching assistant of an Included Entity;
  - (2) member of a committee, including an Institutional Review Board (as recognized by the U.S. Food and Drug Administration and U.S. Department of Health and Human Services) of an Included Entity, or a representative to an education association of which the Educational Organization is a member;
  - (3) uncompensated volunteer worker performing services on behalf and with the express direction and authority of an Included Entity;
  - (4) student of an Educational Organization while serving in a supervised internship program in satisfaction of course requirements; or
  - (5) student of an Educational Organization while acting at the direction of, complying with the policies and procedures governing conduct at, or performing services primarily for or on behalf of, the Educational Organization;but only while acting within the scope of their duties or obligations in their respective capacities to an Included Entity as described in clause a. or b. above, and coverage for these individuals is subject always to all other terms and conditions of this Policy; and
- d. any person or organization to whom any Included Entity is obligated by virtue of a contract or agreement to provide liability insurance such as is afforded by this Policy, but only
  - (1) to the extent of such obligation;
  - (2) for operations (other than insurance operations) by or on behalf of that Included Entity or operation of facilities of that Included Entity or use of facilities by that Included Entity; and
  - (3) if the contract or agreement is made prior to a covered Occurrence.

Subject to all other terms and conditions of the policy