

## MEMORANDUM OF UNDERSTANDING

The University of the Pacific acting through its Benerd School of Education and \_\_\_\_\_  
\_\_\_\_\_ Mount Diablo Unified School District  
[name of school district]

have entered into this Memorandum of Understanding (MOU) pertaining to the supervision of those Interns eligible for internship who are identified on Exhibit A attached hereto (Interns) for the 2012-2013 academic year beginning \_\_\_\_\_ August 19, 2012 and ending June 13, 2013.

The District appoints a site supervisor for each Intern that is listed next to the Intern'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 intern's supervisor for the purpose of supporting, guiding, and evaluating the Intern, 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).

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

### ARTICLE I RESPONSIBILITIES OF THE UNIVERSITY

1. The University agrees to accept the intern for a minimum of three units of School Psychology Internship (EPSY 398) for each of the two semesters during the academic year involved, and will recommend the School Psychologist Credential at the end of the school district's academic year if the University supervisor and the Site Supervisor agree that the Intern has fully met the requirements of the internship.
2. The University has admitted the Intern to its graduate program in School Psychology, is responsible for the Intern's eligibility for the internship, and is responsible for compliance with policies and regulations of the Commission on Teacher Credentialing.
3. The Department Chair of the University Internship Supervisor will serve as liaison between the University and the District with respect to the Interns and their internship placement in the District.

**ARTICLE 2**  
**RESPONSIBILITIES OF THE DISTRICT**

1. The District will provide the Interns with the opportunity to transfer methodology and theories into applied situations via their participation in the internship experience and is responsible for providing the Interns with diverse experience in preparation for their future careers as school psychologists, in accordance with the Interns' knowledge and level of training, in the form all the activities normally expected of a district-employed school psychologist. These experiences may include, but are not limited to, the experiences and activities set forth in Exhibit B attached hereto.
2. The District will provide the Interns with experiences that will allow them to complete 1200-1500 clock hours of work during their internship experience, depending on the degree sought by each Intern. The specific hourly requirement for each Intern is set forth next to that Intern's name on Exhibit A.
3. Each Site Supervisor will have the following responsibilities as part of his or her supervision of the Interns:
  - a. The Site Supervisor will cooperatively plan and schedule the Interns' activities and experiences during the internship experience. Attached as Exhibit C is the program's syllabi for required and suggested activities.
  - b. The Site Supervisor will schedule and provide a minimum of 2 hours of direct face-to-face supervision each week.
  - c. The Site Supervisor will review and sign each entry from the Interns' 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 Intern, as needed, to attend internship supervision and classes. (It is understood that the Intern will need to be released with sufficient time to travel between the internship 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 Intern.
  - 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 Intern meets, at a minimum, the Hourly Requirement of the internship 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 Intern is provided adequate supplies and materials to carry out the functions of the internship experience. An appropriate work environment should include adequate privacy of office facilities and

- access to secretarial assistance, telecommunication services, office equipment, and copying machines.
5. Ongoing professional development is a significant aspect of the internship experience. Conferences, seminars, and in-service training opportunities available to employed school psychologists should also be available to the Interns. The Interns 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 INTERNS

1. Prior to beginning the work with the District, each Intern will execute an Intern Responsibility Agreement a copy of which is attached hereto as Exhibit D (Intern Agreement).
2. The responsibilities of the Interns as set forth in the Intern Agreement include:
  - a. Each Intern is responsible for all transportation related to the internship experience, including transportation between multiple internship sites;
  - b. Each Intern will participate fully, positively, and professionally in all internship experience;
  - c. Each Intern will function within the policies of both the University and the District;
  - d. Each Intern will keep a weekly log and progress notes of internship experiences and meet all other course requirements as described in the syllabi for their course work; and
  - e. Each Intern will attend all required weekly internship 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 Interns receive a diverse internship training experience.
2. Neither the University nor the District will discriminate on 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 Intern for cause. The University may refuse academic credit for unsatisfactory performance. Any such actions by either party should be coordinated and the Intern 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 Interns for entry into the profession.

Name of District: Mount Diablo Unified School District; 1936 Carlotta Drive, Concord, CA 94519

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

University of the Pacific

*Linda Webster*  
\_\_\_\_\_  
Signature

*8/1/12*  
\_\_\_\_\_  
Date

Linda Webster, Ph.D., Chair  
Educational and School Psychology Program

EXHIBIT A

LIST OF INTERNS

Name of Intern	Site(s)	Site Supervisor	Hourly Requirement
<u>Eugenia Hill</u>	<u>Rio Vista Elementary/Melissa Lienhard</u>		
	<u>Pleasant Hill Middle School/Diane Dadami</u>		
	<u>Ygnacio Valley High School/Katie Evans or TBA</u>		

EXHIBIT B

INTERN 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 Interns 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 psychological problems. Be able to disseminate information from the school psychology knowledge base to promote healthy school environments.

EXHIBIT D  
INTERN AGREEMENT

Intern(s) Eugenia Hill

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Eugenia Hill  
Print Out Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

EXHIBIT C

PROGRAM SYLLABI

Attached are syllabi for: EPSY 398 – School Psychology Internship

Please Note: EPSY 398 School Psychology Internship Syllabus is subject to change semester to semester or when deemed necessary. The district will be made aware of any changes.





UNIFEPACI

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/10/2012

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> Wells Fargo Insurance Services USA, Inc. Contact: Helen Hudson 2480 Natomas Park Drive, Suite 200 Sacramento, CA 95833 <b>INSURED</b> University of the Pacific Attn: Budget & Risk Management 3601 Pacific Avenue, Bannister Hall, 2nd Floor Stockton, CA 95211	<b>CONTACT NAME:</b> Helen Hudson <b>PHONE (A/C, No, Ext):</b> (916) 566-2800 <b>FAX (A/C, No):</b> (916) 643-9840 <b>E-MAIL ADDRESS:</b> helen.hudson@wellsfargo.com  <b>INSURER(S) AFFORDING COVERAGE:</b> <b>INSURER A:</b> United Educators Insurance Risk Retention Group <b>NAIC #</b> 10020 <b>INSURER B:</b> Federal Insurance Company      20281 <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
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**COVERAGES** / **CERTIFICATE NUMBER: 4722079** / **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 SUBR INSR	WVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR			CGL201200346400	1/1/2012	1/1/2013	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
	GENL AGGREGATE LIMIT APPLIES PER:						
	POLICY	PRO-JECT	LOC				
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS X HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS			73555463	1/1/2012	1/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$		OCCUR CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
	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/A				WC STATU-TOBY LIMITS OTH-ER 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.  <b>AUTHORIZED REPRESENTATIVE</b> 
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**Insured:** University of the Pacific  
**Policy Number:** CGL201200346400  
**Policy Period:** 1/1/2012 TO 1/1/2013  
**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