

## Appendix P

**MEMORANDUM OF UNDERSTANDING**  
**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**  
**MICHAEL D. EISNER COLLEGE OF EDUCATION**  
**SPECIAL EDUCATION INTERN PROGRAM**

This is a MEMORANDUM OF UNDERSTANDING ("MOU") by and between **California State University, Northridge** ("University") and \_\_\_\_\_, ("LEA"), hereinafter called the "Partners".

Teaching Internship Programs are designed to help districts meet shortages of qualified teachers, and to attract persons into teaching who would not normally enroll in a traditional preparation program. Internships provide an alternative route to certification that allows candidates to obtain credentials while teaching in classrooms. This arrangement requires cooperative agreements between participating Local Education Agency (LEAs) and Institute of Higher Education (IHEs) to address the employment shortages in the specified LEA.

As the **Lead Sponsor** in the California State University, Northridge Special Education Intern Program, University authorizes the candidates in an internship program to assume the functions that are authorized by the regular standard credential. This program has been developed to meet employment shortages.

The University will provide:

- A. A teacher education program that consists of sequenced coursework leading to a special education credential with individual intern advisement and mentoring;
- B. Classroom support and on-site supervision by university faculty who have the following qualifications:
  - current knowledge in the content that is taught
  - understand the context of public schooling
  - ability to model best professional practices in teaching and learning, scholarship, and service
  - knowledgeable about diverse abilities, cultural language, ethnic and gender diversity
  - thorough grasp of the academic standards, frameworks, and accountability systems that drive the curriculum of public schools
- C. Support/mentor training and orientation;
- D. Documentation of employer-provided support/mentoring and monitoring process;

- E. Documentation of specific responsibilities of the program supervisor including contact/communication with the support provider throughout the 2-year program; a minimum of two observations each of four semesters; and a cohort seminar twice monthly to address intern needs, links coursework with practice and establishes a network of collegial support;
- F. Supervision for individuals who have not yet earned an English Learner Authorization (ELA) including in-classroom coaching specific to the needs of English learners.

As a **Co-sponsor** in the California State University, Northridge Special Education Intern Program, the LEA will:

- A. Assign each intern a Support Provider who meets the following qualifications:
  - Holds a valid corresponding clear or life credential
  - Has 3 years of successful teaching experience
  - Has an EL authorization (if responsible for providing specified EL support)
- B. Provide protected time for the support provider to work with the intern within the school day including clearly defined expectations for type/frequency of support;
- C. Assign a support provider to individuals who have not yet earned an English Learner Authorization (ELA) who is immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English Learner (ELs), for assessing language needs and progress, and to support language accessible instruction, through in-classroom modeling and coaching as needed;
- D. Ensure the Support Provider is immediately available to assist the intern with planning lessons;
- E. Provide selection based upon teaching expertise and ability to mentor, and agrees to observe, provide feedback, and conference with interns a minimum of three times each semester.

#### Indemnification

Each party to this agreement agrees to indemnify and hold each of the other parties harmless against any and all liability, claims and damages arising out of or caused by that party's negligent or intentional acts.

Insurance

Each party agrees to hold prior to the commencement of work a certificate of insurance stating that there is General Liability insurance presently in effect for each other with a combined single limit of not less than \$1,000,000 per occurrence, and \$2,000,000 aggregate; and that vehicle insurance (where applicable) is in effect with a minimum coverage of \$1,000,000 per occurrence. Additionally, each parties' employees, volunteers, officers, and agents of each of them, are included as additional insureds, but only insofar as the operations under this contract are concerned. Evidence of Workers' Compensation insurance coverage will also be required (where applicable).

As Partners, the University and the LEA will provide teacher education and on-the-job support and supervision to beginning teachers.

The signatures below indicate agreement to the stipulations in this MOU and verify that interns do not displace certificated employees in participating districts.

**California State University, Northridge Representative**

Name: Deborah Flugum, Manager, Purchasing & Contract Adm. Date \_\_\_\_\_  
Signature: \_\_\_\_\_

\_\_\_\_\_**Representative(s)**  
Name: \_\_\_\_\_ Date \_\_\_\_\_  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_ Date \_\_\_\_\_  
Signature: \_\_\_\_\_