Multiple Subject Teaching Internship Credential Program
Memorandum of Understanding

EMPLOYING ORGANIZATION

The California Commission on Teacher Credentialing (CCTC) University Internship Program is a partnership between Humphreys University and participating schools, districts, counties, and Charter Management Organizations which allows teacher candidates enrolled in the University's SB 2042 Credential Program to provide instructional services while they complete teacher preparation program requirements. Interns complete coursework for the Credential Program as well as complete their internship (a minimum of two university quarters) in lieu of the traditional student teaching experience. An intern must meet district employment criteria as well as University and Credential Program admission standards.

This contract covers five academic years beginning July 1, 2018 through June 30, 2023.

As part of this collaboration, the **employing organization agrees to**

1. ensure that a qualified administrator of the site with employed interns holds at least a preliminary administrative credential, demonstrates commitment to collaborative evidence-based practices and continuous program improvement, and is aware of the shared responsibilities set forth in this agreement.
2. provide a Master Teacher (Cooperating Teacher/District-Employed Supervisor/Mentor). This person should
    a. not be the intern's site evaluator.
    b. hold a clear multiple subject credential, an EL Authorization, and have a minimum of 3 years of successful K-8 teaching experience as well as experience or knowledge of effective coaching techniques.
    c. provide a minimum of 5 hours per week of support and guidance in a variety of ways including but not limited to modeling, problem-solving, observation and coaching, and advising on curriculum, classroom management, etc.
    d. determine a weekly dedicated time to work with the intern within the school day.
    e. be assigned prior to the intern assuming daily teaching responsibilities.
3. ensure the intern is the teacher of record in a minimum .5 FTE, face-to-face teaching position which is aligned to a multiple subject teaching credential.
4. provide sufficient resources for instruction at least equal to that of other non-intern teachers.
5. honor the confidentiality between Master Teacher and intern.

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6. inform Humphreys University of its intent to hire an intern prior to issuing a contract in order to assure student eligibility for the credential program and/or teaching assignment and allow sufficient time to process the student's application for the Internship Program.
7. assign minimal outside responsibilities to the intern (coaching or other extracurricular activities). Interns assume the functions that are authorized by the Multiple Subject Preliminary credential (SB 2042 standards).
8. pay the intern a salary during the internship. 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.
9. base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. *Reference Code Section 44462.*
10. consult the local bargaining unit on matters pertinent to the Internship Program.
11. certify that interns do not displace certificated employees in the district and that qualified certificated persons holding the appropriate credential were not available. The exclusive representative of certificated employees in the credential area is invited to provide a written statement to the Committee on Accreditation to support justification of the internship placement in the respective district or county office of education.
12. terminate the agreement if it is found that continuation is detrimental to students or if, based on performance to-date, employing organization or University supervisors recommend dismissal from the Internship Program.

As part of this collaboration and pursuant to California Education Code 44321, the supervision and support of interns is the responsibility of both the employing site/district and Humphreys University. **Jointly**, **these parties will provide**

1. a minimum of 144 hours of support/mentoring and supervision to each intern teacher per school year to coach, model, and demonstrate within the classroom, and to assist with course planning and problem-solving regarding students, curriculum, and effective teaching methodologies.
    a. The site will provide minimum of five hours of support/mentoring and supervision shall be provided to the intern teacher every five instructional days.
    b. The University will
        i. provide a minimum of two hours of support/mentoring and supervision every five instructional days.
        ii. develop a procedure for the intern to document the CCTC required hours of support from both agencies.
        iii. monitor, with the intern, the accumulating hours of support.
2. a minimum of 45 hours of support/mentoring and supervision specific to the needs of English Learners with a minimum of five hours per month for interns who do not already hold a valid English Learner Authorization.
    a. The site will provide an on-site support person for advising and coaching around assessing language needs, classroom modifications, and progress monitoring. This may be the intern's Master Teacher, if appropriate.

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b. The University will
   i. provide opportunities for support specific to the needs of EL learners.
   ii. develop a procedure for the intern to document the CCTC required hours of support from both agencies.
   iii. monitor, with the intern, the accumulating hours of support.

As part of this collaboration, **Humphreys University agrees to**

1. verify interns meet internship criteria as stipulated on the Intern Eligibility Checklist, including
   a. a bachelor's degree from a regionally accredited institution.
   b. passage of the basic skills and subject matter competency requirements.
   c. possession of Certificate of Clearance, current CPR certification, and TB clearance.
   d. a minimum of 120 hours of intern preservice coursework.
2. support the intern through 3 quarterly observation and feedback sessions focused on TPE progress.
3. provide CCTC required coursework within the teacher preparation program.
4. advise the intern regarding the best sequence of courses to complete the program including the early program completion option and its requirements.
5. provide support for the Master Teacher.
6. submit documentation to the California Commission on Teacher Credentialing to recommend the intern for a teaching credential, and notify the District in writing that the intern has been recommended.

As part of the collaboration, the **Intern agrees to**

1) enroll in and successfully complete the Intern Teaching Seminar course for two quarters.
2) follow site responsibilities and schedule including participating in site meetings, collaborations, and professional development.
3) Participate in and maintain accurate records of the 144 hours of general and 45 hours of EL support.
4) maintain enrollment in the University Credential Program for a minimum of four units per quarter.
5) meet the legal, ethical, and professional standards expected of credentialed teachers and identified in the California Standards for the Teaching Profession (CSTP).
6) recognize that continuation as an intern is contingent upon demonstration of satisfactory teaching competence and that termination of an assignment, based on inadequate performance, is the responsibility of the employing organization and the University based on professional judgment.

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Humphreys University
EST. 1896

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CONTACT INFORMATION

Name of School Site _____

Name of Employing Organization _____

Mailing Address _____

Contact Person _____

Phone _____ Email _____

SIGNATURES

The following signatures indicate that the employing organization agrees to the terms of the MOU and will participate in the partnership.

Name of approving official _____

Position/Title _____

Signature of approving official _____ Date _____

Signature of Organization Board _____ Date _____
(If appropriate)

The following signatures indicate that Humphreys University agrees to the terms of the MOU and will participate in the partnership.

Dr. Robert Humphreys _____ Date _____

President, Humphreys University

Michele Williams-George _____ Date _____

Director, Center for Innovative Teaching

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