

## FRESNO STATE TEACHER INTERNSHIP MEMORANDUM OF UNDERSTANDING

---

(Name of Intern)

---

(Name of School District)

The School District hereby enters into partnership with the Fresno State Teacher Internship Program (TIP), and the California Commission on Teacher Credentialing (CTC) for the purpose of preparing Multiple Subjects, Single Subject and Special Education teachers. The Program allows qualified candidates to teach with a Multiple Subject, Single Subject or Education Specialist Internship Teaching Credential with an English Learner's Authorization (ELA) or a Bilingual Crosscultural, Language and Academic Development (BCLAD) in Spanish. This credential entitles the Intern to teach in a specific district up to two years prior to applying for a preliminary teaching credential. Recommendation to CTC, for issuance of an Intern Credential, is made through mutual agreement of the university and the participating school district that the candidate meets all requirements for such credential, including assessment of potential success in a multiple subjects, single subject, or special education teaching assignment.

**The term of this Memorandum of Understanding is from July 1, 2015 to June 30, 2016. Provisions of this agreement may be updated during the term in the event of mandatory changes to curriculum and/or practices required by the California Commission on Teacher Credentialing. Should an update be required, it will be the responsibility of the Fresno State TIP to issue an updated MOU to the district; it will be the district's responsibility to review the document and return a signed copy to the TIP.**

As part of this collaboration, the  
**SCHOOL DISTRICT AGREES:**

1. To give the intern a contract that qualifies them for the intern credential and meets the requirements of ED Code 44462 (see attached).
2. To assign the intern to an appropriate multiple subject class, single subject class, or special education class authorized by their internship credential
3. To assign the intern a class that ensures the presence of students with exceptionalities and English language learners.
4. To assign the intern a classroom with technology that can be used for educational purposes.
5. The district agrees to deduct twelve percent (12%) from the intern's salary for the intern's contracted year of service while teaching under the Teacher Internship Credential. The twelve percent (12%) is to be calculated from the official district salary schedule-base salary (step 1-year 1). Should the intern be earning a salary above the base, e.g. step 1-year 3, the district should only deduct the six percent (12%) from the base. The university will issue one invoice at the beginning of each semester for the twelve percent (12%) allocation. In order to

assure appropriate support and supervision to the single subject intern in content areas, districts may assign an intern to an 80% teaching load with a commensurate reduction in salary.

6. To begin the salary reduction in a timely manner in order to avoid undue financial hardship on the teacher intern.
7. To agree not to assign the intern adjunct duties or professional development/training obligations that interfere with his/her university class schedule or are inappropriate for a beginning teacher.
8. To provide release time for both the intern (minimum of 1 day per semester) and the Cooperating Teacher to do observations (minimum of 1 day per semester).
9. To terminate the training at any time, if it is found that continuation would be detrimental to the children involved; consider terminating it at the end of one semester if the intern support provider assigned by the district and/or the university supervisor report that based on performance to date, the intern would not be recommended for a credential.
10. To assign a teacher within the school setting and with equivalent instructional assignment as a Cooperating Teacher. The assigned teacher will have a minimum of three years successful experience teaching and if necessary will hold a clear credential with either CLAD, BCLAD or ELA authorization. The Cooperating Teacher will meet all stipulated qualifications as described in the coded correspondence number 14-04 (attached).
11. To ensure the Cooperating Teacher will provide support to the intern for a minimum of 36 hours per semester. If necessary, support is provided with an additional 15 hours of support in the area of English language instruction in accordance with coded correspondence number 14-04 (attached).
12. In the event an intern is hired after the start of the school year, support/mentoring and supervision will consist of no less than two hours of each week of employments remaining in the school year.
13. To provide staff development activities and other resources (site and district support) that enhance the intern's teaching skills.
14. To provide funds that support each Intern for on-going professional development (workshops and conferences) as identified by the university and the district. Districts will provide a list of conferences and workshops made available for each Intern as part of the evaluation of the program.
15. To hire as interns only those teacher candidates who are properly credentialed and who have met pre-service professional preparation required by the CTC as interpreted by the Fresno State TIP.

**FRESNO STATE & THE KREMEN SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT AGREE TO:**

1. Verify that the teacher candidate meets the basic program criteria to become an intern: has a B.A. or B.S. degree; has met basic education skills competency (CBEST); has met subject matter competency (CSET); has met U. S. Constitution requirement; has obtained Certificate of Clearance, has completed 140 hours of appropriate pre-service training, and meets criteria for admission to the University.
2. Work with credential program coordinators to provide advisement to the intern regarding the best sequence of courses to complete the program in a timely manner.

3. Provide 36 hours of class supervision and supportive instruction each semester and if needed an additional 15 hours of supervision and coaching specific to the needs of English language learners. A minimum of two hours of support/mentoring and supervision must be provided to the intern by the university and/or school partner during each week of contracted teaching in the school year.
4. Schedule courses to provide flexible offerings for students in intern placements.
5. Involve the Districts, County Offices of Education, and University to foster collaborative teacher preparation practices to enrich the Internship Program.

**THE TEACHER IN PREPARATION (INTERN) AGREES TO:**

1. Perform all faculty duties assigned, including those preparatory to the beginning of school, to the same degree as do fully certified teachers in the same school.
2. Not hold other employment during the training period (except during school vacations of four days or longer).
3. Meet the ethical, legal, and other professional standards expected of credentialed teachers.
4. Attend all professional development training sessions. Professional development training is held three times a semester on Friday evenings (there may be two Saturday staff development sessions contingent on budget status).
6. Recognized that:
  - A. Continuation as an intern-in-preparation is contingent upon demonstration of teaching competency.
  - B. No credential will be recommended unless:
    1. The subject matter requirements have been met by satisfactory examination scores or completion of a waiver program.
    2. The teaching of competencies have been fully completed to the satisfaction of the program coordinator, school based cooperating teacher, and the university supervisor.
    3. All professional preparation requirements, including subject matter competency, have been completed as well as test or course on U.S. Constitution.
  - C. Upon completion of all Teacher Internship Program requirements, Interns will apply for a Preliminary Credential.

English Learner (EL) Authorized      YES       NO

<b>School District Superintendent (or Designee) signature</b>	<b>Date</b>
<b>Intern Candidate Signature</b>	<b>Date</b>
<b>Program Director, Teacher Internship Program, Fresno State</b>	<b>Date</b>
<b>Dean, Kremen School of Education and Human Development, Fresno State</b>	<b>Date</b>

California Education Code 44462 States – “In no event may an intern be paid less than a minimum salary required to be paid by the state to a regularly certified teacher.”

If you would like to access the full document, it is online at:

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=edc&group=44001-45000&file=44450-44468>