

**Gridley Unified School District  
and California State University, Chico  
Pupil Personnel Services, School Psychology  
Supervised Fieldwork and Internship Agreement**

This Agreement entered into this 8th day of June between the Trustees of the California State University on behalf of California State University, Chico hereinafter called the "University," and Gridley Unified School District, an agency that has the capacity to provide supervised fieldwork experiences for PPS, School Psychology Intern(s) within the requirements of California law, hereinafter called the "Fieldwork Site."

**I. Statement of Purpose**

- A. California State University, Chico is committed to service in the community, and applied learning experiences for students. This is accomplished through field education, service learning, internships, research, and other activities that integrate academic study with practical experience. Through reflective activities, service, research, and field seminars, students enhance their knowledge of their academic discipline and deepen their sense of civic responsibility, self-awareness, and professional development.
- B. The University is known for its long history of service to the educational, cultural, and economic needs of Northern California. The University has an outstanding record of collaboration with community and regional/statewide partners in education that enrich the learning environment and open career doors for students. The University promotes service learning, internship, and experiential pedagogies that combine explicit academic learning objectives with meaningful contributions to education, community partners, and other mental health related agencies.
- C. The University and the Fieldwork Site recognize the opportunity for positive learning experiences and mutual benefit for each. The PPS, School Psychology fieldwork and internship programs are being implemented between these two entities to provide Intern(s) with a paid opportunity to gain field experience for a full academic year, four days per week.

**II. Definitions**

- A. "Practicum Student" is defined according to the University as a person who is concurrently enrolled as a second-year student in the Master of Arts degree and credentialing program for PPS, School Psychology at California State University, Chico.
- B. "Intern" is defined according to the California Commission on Teacher Credentialing hereinafter called the "Commission" as a person who is concurrently enrolled their final year in the Masters of Arts degree and credentialing program for PPS, School

Psychology at California State University, Chico and is serving with an Internship Credential issued upon the recommendation of the University.

### III. Priorities

#### A. Program Activities

1. Activities will be accomplished in accordance with this Agreement, reviewed and agreed upon by the University and the Fieldwork Site.
2. The Practicum Student(s) and/or Intern(s) shall:
  - a. Participate in all relevant trainings required by the Fieldwork Site and/or the University faculty supervisor.
  - b. Model appropriate, professional behavior when working with Fieldwork Site's students, families, related educational staff, and community members as well as when at the Fieldwork Site(s).

#### B. Safe and Productive Environment – Reference the Fieldwork Site's policy (ies) about safe work environment.

1. The Fieldwork Site shall:
  - a. Give Practicum Student(s) and/or Intern(s) a complete tour of the site, and ensure that Practicum Student(s) and/or Intern(s) are aware of all emergency procedures and are able to act responsibly in the event of an emergency.
  - b. In order to ensure that Practicum Student(s) and/or Intern(s) comply with all policies, the Fieldwork Site shall provide Practicum Student(s) and/or Intern(s) with substantially the same training that it provides to its regular employees.
  - c. Ensure that Practicum Student(s) and/or Intern(s) are aware of the unique nature of the population of the Fieldwork Site and have received an orientation and any additional training that the Fieldwork Site deems necessary to work with this population.
  - d. Provide the Practicum Student(s) and/or Intern(s) and the Supervisor with an emergency response plan that ensures the safety and security of the Practicum Student(s) and/or Intern(s), the Supervisor, and their clients.
  - e. California law may require the Fieldwork Site to obtain Practicum Student(s) and/or Intern(s) fingerprints and submit them to the Department of Justice, and/or the Federal Bureau of Investigation for a criminal background check. It is the Fieldwork Site's responsibility to (1) determine whether such fingerprinting is required; (2) obtain the Practicum Student(s) and/or Intern(s) fingerprints; (3) obtain criminal background clearance from the appropriate agency and (4) maintain the confidentiality of that information in accordance with California State Law.

- f. California law may require the Fieldwork Site to require Practicum Student(s) and/or Intern(s) to submit results of a Tuberculosis (TB) Test. It is the Fieldwork Site responsibility to: 1) Determine whether such TB testing is required; (2) to notify California State University, Chico in writing of this requirement in advance of the student's placement at the worksite and; (3) obtain results from Practicum Student(s) and/or Intern(s).
2. The University shall ensure that Intern(s) agree to the following:
  - a. To abide by the Fieldwork Site's rules and regulations while onsite and when working with individuals associated with the Fieldwork Site.
  - b. Ensure that their interactions with Fieldwork Site students, families, and relevant educational and community staff are safe, positive, and productive.
  - c. To support the Fieldwork Site's program and its objectives by performing the service activities stated.

#### **IV. Responsibilities**

##### **A. The Fieldwork Site**

1. Provide the University with accurate information necessary to verify to the Commission that the placement meets all legal requirements, that the Practicum Student(s) and/or Intern(s) is used in the manner required by law, and that the duties performed by the Intern(s) are within the scope of practice of a PPS, School Psychologist.
2. Provide written certification that No Practicum Student or Intern shall displace certificated Fieldwork Site employees or any person with the appropriate credential, background, and qualifications who is interested in and/or available for a PPS, School Psychology related position.
3. The Fieldwork Site is expected to show commitment to the fieldwork and internship program as a training experience, rather than only as a source of services to the district and students.
  - a. Provide a reasonable balance of primary and secondary prevention and tertiary intervention activities during the school psychology fieldwork experience and/or internship. Such experiences shall include collaboration and consultation, wellness promotion, counseling and crisis intervention, educational planning for intervention, assessment, program planning and evaluation, and research and measurement.
  - b. Districts are expected to include Practicum Student(s) and/or Intern(s) in relevant in-service experiences and are encouraged to provide paid time and financial support for other in-service training opportunities, when possible or allowed. Alternatively, the Practicum Student(s) and/or Intern(s) could be provided release time as needed to attend

professional development experiences or professional association meetings.

- c. A minimum of 500 hours and 1200 hours per academic year of fieldwork experience are required for the Practicum Student(s) and/or Intern(s), respectively.
4. Evaluate in an appropriate manner the credentials and qualifications of the Supervisor and any employee who otherwise provides supervision to the Practicum Student(s) and/or Intern(s).
  5. Provide adequate resources (i.e., materials, office space, and other necessities) to the Practicum Student(s) and/or Intern(s) and the Supervisor for practice are expected to be provided by the Fieldwork Site.
  6. Provide appropriate training, personal protective equipment, materials and work area for students prior to students performing assigned tasks or working with the Fieldwork Site's clients. Appropriate training shall include, but not be limited to, pandemic training as it relates to the student's learning activities.
  7. Notify the University in a timely manner, as is determined by the seriousness of the concern, of any difficulties in the work performance of the Practicum Student(s) and/or Intern(s).
  8. The Fieldwork Site acknowledges that each Intern under this Agreement shall be a paid employee of the Fieldwork Site and thus covered under the Fieldwork Site's insurance policies, including Workers' Compensation, to the extent available to other school psychologists. No Intern shall be considered an employee or agent of the University while performing services for the Fieldwork Site.
- B. The Supervisor
1. Eligibility Requirements:
    - a. The Supervisor is at least a state credentialed school psychologist that provides full-time services on the premises of the Fieldwork Site(s) and is qualified to furnish the supervision required under California law.
    - b. Provide the University with a current copy of his or her state credential and immediately notify the University and the Practicum Student(s) and/or Intern(s) of any action that may affect licensure.
    - c. All Fieldwork Site internship supervisors have a minimum of three years of experience in the field.
  2. Provide two hours per week for Intern(s) and one hour per week for Practicum Student(s), on average, of direct supervision which can be provided through a regularly scheduled meeting each week. Other methods of supervision can include observation of the Intern(s) in classroom or in-service presentations, meetings with students, parents, teachers and/or administrators, joint preparation for such activities, and other contact with the Intern through the work week.

3. Communicate accurately to the University faculty member or designee to ensure that the service of the Practicum Student(s) and/or Intern(s) is mutually beneficial and carried out effectively to meet the needs, expectations, priorities of the Fieldwork Site.
  4. Demonstrate commitment to the fieldwork and internship programs as a training experience, rather than only as a source of services to the district and students.
    - a. Acquire adequate resources (i.e., materials, office space, and other necessities) for the Practicum Student(s) and/or Intern(s) to practice and function effectively within the Fieldwork Site.
    - b. Assist the Practicum Student(s) and/or Intern(s) in developing a reasonable balance of primary and secondary prevention and tertiary intervention activities during the school psychology internship.
    - c. Advocate to include Practicum Student(s) and/or Intern(s) in relevant in-service experiences and other training opportunities, when possible or allowed.
  5. Evaluation of Practicum Student(s) and/or Intern(s):
    - a. Providing University faculty or designee with regular progress reports and the University in a timely manner, as is determined by the seriousness of the concern, of any difficulties in the work performance of the Intern.
    - b. Communicating with Practicum Student(s) and/or Intern(s) to ensure that competencies specified for satisfaction during a given fieldwork experience must be satisfactorily demonstrated, whenever appropriate, at each subsequent level of training.
    - c. Completing a written evaluation each semester of the Practicum Student(s) and/or Intern's performance in the supervised fieldwork setting.
  6. Abide by the ethical standards for individuals promulgated by the American Psychological Association or National Association of School Psychologists and the California Association of School Psychologists.
- C. The Practicum Student(s) and/or Intern(s)
1. Satisfaction of fieldwork experience and internship requirements can only be accomplished in a school setting under the supervision of a credentialed school psychologist. Work performed in any other context under any other supervision will not be counted toward the required clock/contact hours.
    - a. A minimum of 500 hours and 1200 hours per academic year of fieldwork experience are required for the Practicum Student(s) and/or Intern(s), respectively.

- b. Complete documentation for practicum and intern experiences and clock/contact hours through the submission of weekly logs and activity schedules that are reviewed by University faculty or designee on a weekly basis.
2. Practicum Student(s) and/or Intern(s) shall perform services for PK-12 students only when under the supervision, control, and responsibility of the Fieldwork Site. Practicum Student(s) and/or Intern(s) shall work, perform assignments, and participate in meetings, programs, consultation, and collaboration at the discretion of their supervisors designated by the Fieldwork Site. Intern(s) are considered members of Fieldwork Site's "workforce" as that term is defined by the HIPPA regulations at 45 C.F.R. § 160.103 and shall be subject to Fieldwork Site's policies respecting confidentiality of medical information.
3. Be responsible for learning those policies of the Fieldwork Site that govern the conduct of regular employees, volunteers, and Intern(s), and for complying with such policies.
4. Be responsible for participating in the periodic evaluation of his/her work at the Fieldwork Site with both University Faculty or designee and Fieldwork Site Supervisor(s).
  - a. Communicating with supervisors to ensure that competencies specified for satisfaction during a given fieldwork experience must be satisfactorily demonstrated, whenever appropriate, at each subsequent level of training.
  - b. Retaining and advocating for a reasonable balance of primary and secondary prevention and tertiary intervention activities during their school psychology internship.
  - c. Agreeing to satisfy new programmatic requirements to reflect state and national regulations and guidelines before a PPS, School Psychology credential will be issued by the University, at any time and in any portion of the internship sequence.
5. Provide a copy of professional liability insurance for the designated practicum and/or internship period to the university prior to starting at the Fieldwork Site. This insurance will provide \$1,000,000 worth of coverage or more.
6. Be responsible for notifying California State University, Chico in a timely manner of any professional or personal difficulties that may affect the performance of professional duties and responsibilities at the Fieldwork Site.
7. Advocate to be included in or to be provided release time for relevant in-service experiences and other professional development opportunities at local, regional, state, or national professional association meetings.

8. Abide by the ethical standards for individuals promulgated by the American Psychological Association or National Association of School Psychologists and the California Association of School Psychologists.
- D. The University
1. Training
    - a. The University will assure that the student shall have completed the necessary educational prerequisites, if so required, to be eligible for practicum or internship.
    - b. The Internship Credential is issued for service only in the Fieldwork Site District and the University shall notify the Commission of the Fieldwork Site's participation.
    - c. The University shall designate a faculty or staff member to coordinate, consult, and collaborate with the classroom teacher or district designee of the Fieldwork Site, the activities of each Practicum Student and/or Intern assigned to Fieldwork Site.
  2. The faculty member or designee is responsible for ensuring that the service of the Practicum Student(s) and/or Intern(s) is carried out effectively to meet the needs of the Fieldwork Site and shall work closely with the Fieldwork Site and Practicum Student(s) and/or Intern(s) to meet the expectations and priorities of the Fieldwork Site.
  3. University faculty or designee will review the Practicum Student(s) and/or Intern's submission of weekly logs and activity schedules on a weekly basis.
  4. The University shall complete additional periodic observations and/or evaluations of the Practicum Student(s) and/or Intern(s) regarding his/her performance at the Fieldwork Site as per arrangement between the University faculty or staff member and the Fieldwork Site supervisor as well as with the Practicum Student(s) and/or Intern(s). Verification of candidates' satisfaction of the fieldwork or fieldwork experience and/or internship requirements will be made by both the Fieldwork Site Supervisor and the University based supervisor. Verification will be made for:
    - a. Satisfactory fulfillment of individual competencies and advocate for a reasonable balance of prevention and intervention activities during the fieldwork experience and/ or internship.
    - b. Clock hours (minimum: 500 hours for Practicum Students and 1200 hours for Interns) and completion of at least 150 and 100 ethnic/cultural contact hours for Practicum Student(s) and/or Intern(s), respectively.
    - c. Practice is required at a variety of academic levels with a minimum of 200 clock hours at three of four levels. These levels are preschool, elementary, middle, and high school. These hours may be accrued across the practicum and internship experiences.

5. The University shall notify the Practicum Student(s) and/or Intern(s) and Fieldwork Site supervisors that they are responsible for maintaining confidentiality of client information. No Practicum Student and/or Intern shall have access to or have the right to receive any medical record, except when necessary in the regular course of the internship experience. The discussion, transmission or narration in any form by Practicum Student(s) and/or Intern(s) of any individually identifiable information, medical or otherwise, obtained in the regular course of the program is forbidden except as a necessary part of the practical experience. Neither the University nor its employees or agents shall be granted access to individually identifiable information unless the client has first given consent using a form approved by Fieldwork Site that complies with applicable state and federal law, including the Health Insurance Portability and Accountability Act (HIPAA) and regulation thereunder. The Fieldwork Site shall reasonably assist the University in obtaining such consent in appropriate circumstances. In the absence of such consent, Practicum Student(s) and/or Intern(s) shall use de-identified information only in any discussions with University, its employees, or agents.

#### V. Length of Agreement Term

The term of the Agreement shall be 6/1/2023 through 5/31/2028

- A. This Agreement may be terminated by either party after giving the other party 30 days advance written notice of the intention to terminate, provided further, however, that any such termination of the Agreement by the Fieldwork Site shall not be effective against any Intern(s) who at the date of the mailing of notice of termination was participating in said program until such Intern(s) has completed the program as mutually agreed upon.

#### VI. General Provisions

##### A. Indemnification

The Fieldwork Site shall be responsible for damages caused by the negligence of its directors, officers, agents, employees, and duly authorized volunteers occurring in the performance of this Agreement. The University shall be responsible for damages caused by the negligence of its directors, officers, and employees occurring in the performance of this Agreement. It is the intention of the Fieldwork Site and the University that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective directors, officers, employees.

##### B. Governing Law

All contracts shall be construed in accordance with, and their performance governed by, the laws of the State of California. Further, the Fieldwork Site shall comply with any State or federal law applicable to the Fieldwork Site's performance under this Agreement.

C. Assignments

Without written consent of the University, this Agreement is not assignable by the Fieldwork Site either in whole or in part.

D. Agreement Alterations & Integration

No alteration or variation of the terms of the Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or Agreement not incorporated here in shall be binding on any of the parties hereto.

E. Endorsement

Nothing contained in this Agreement shall be construed as conferring on any party hereto, any right to use the other party's name(s) as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore, nothing in this Agreement shall be construed as endorsement of any commercial product or service by the University, its officers, or employees.

F. Survival

Upon termination of this contract for any reason, the terms, provisions, representations, and warranties contained in this Agreement shall survive expiration or earlier termination of this Agreement.

G. Severability

If any provision of this Agreement is held invalid by any law, rule, order of regulation of any government or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.

H. Entire Agreement

This Agreement constitutes the entire Agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior Agreements, arrangements, and understandings with respect thereto. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied herein and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not set forth herein.

**VII. Notices**

Any notice required to be given pursuant to the terms and provisions of this Agreement shall be in writing and shall be sent first class mail to the following addresses:

<b>For the University:</b>	<b>Fieldwork Site:</b>
California State University, Chico Director of Procurement & Contract Services 400 W. 1 <sup>st</sup> St., Chico, CA 95929-0244 garim-law@csuchico.edu	Gridley Unified School District Superintendent 429 Magnolia St, Gridley, CA 95948 jkern@gusd.org

**VIII. HIPPA Privacy Regulations**

The parties agree that University is not a “business associate” of Fieldwork Site under HIPAA. University will not be performing or assisting in the performance of covered HIPAA functions on behalf of Fieldwork Site. There will be no exchange of individually identifiable health information between Agency and University. Intern(s) in the program are Intern(s) who are part of Agency’s “workforce” as defined in HIPAA regulations at 45 C.F.R. § 160.103. With that understanding, the parties agree that they shall comply with all HIPAA privacy regulations, to the extent they apply at all, including but not limited to those set forth in 45 C.F.R. Parts 160 and 164, and also with any privacy applications arising under the State of California.

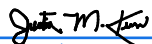
**IX. Covid-19**

Fieldwork Site is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as “COVID-19.” Fieldwork Site is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state and local government directives regarding COVID-19. The Fieldwork Site the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, Fieldwork Site will take steps to comply with the modified, changed or updated guidelines or directives. If at any time the Fieldwork Site becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify University of that fact.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties hereto, the day and year first above written.

**California State University, Chico**

**Gridley Unified School District**

  
Justin Kern (Jun 8, 2023 10:47 PDT)

\_\_\_\_\_  
Lupita Arim-Law, Buyer II/Contract  
Specialist  
Procurement and Contract Services

\_\_\_\_\_  
Authorized Signer:

Title: Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_