

INTERNSHIP TEACHING
MEMORANDUM OF UNDERSTANDING
BETWEEN
SANTA CLARA UNIVERSITY
AND
REDWOOD CITY SCHOOL DISTRICT

The parties enter into this Internship Teaching Memorandum of Understanding to create a Teacher Intern Program whereby a student working toward a teaching credential at Santa Clara University's School of Education and Counseling Psychology ("Student Intern") has the ability to complete the teacher preparation coursework concurrent with the Student Intern's first year or two in a paid teaching position.

A. PARTIES

1. Santa Clara University, through its School of Education and Counseling Psychology ("SCU")
2. Redwood City School District ("District")

B. TERM

1. The term of this MOU shall be from August 1, 2026 to July 31, 2031. Any party may terminate this MOU upon written notice to the others should a party fail to fulfill the responsibilities set forth herein.

C. PARTY RESPONSIBILITIES

1. Santa Clara University School of Education & Counseling Psychology Responsibilities:
 - a. 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 the appropriate hours of pre-service training, and meets criteria for admission to the University.
 - b. Advise the intern candidate in developing an individual academic program plan for completion of the credential program within two years, as determined by the issuance date of the Intern Credential, and meet the requirements for the preliminary credential being sought.
 - c. Assist the intern candidate in applying to the CTC for the appropriate Intern Credential.

- d. Assign a Field Supervisor who will observe on-site teaching at least four times during assigned supervision semester(s), submit written observations, review lesson plans, and write a final evaluation.
- e. Provide support and supervision assistance with the CTC required hours of support/mentoring, and, if necessary, additional English Learner training (required if intern does not already hold an English Learner Authorization) each academic term.
- f. SCU will advise the Student Intern(s) of their responsibility to:
 - 1. Participate in all training required by the District.
 - 2. Exhibit professional, ethical and appropriate behavior when at the District.
 - 3. Complete all assigned tasks and responsibilities in a timely and efficient manner.
 - 4. Abide by the District's rules and standards of conduct.
 - 5. Maintain the confidentiality of the District's proprietary information, records and information concerning its clients.
- g. Create a Learning Plan guiding faculty, Student Intern and site supervisor expectations of activities, performance of duties including hours of work required, evaluation of the Student Intern and expected learning outcomes.
- h. SCU will advise Student Intern that neither the University nor the District assumes any financial responsibility in the event he/she is injured or becomes ill as a result of his/her participation in a learning activity at the District.
- i. Provide the Student Intern with general and professional liability insurance. See section D1 (Insurance).

2. District Responsibilities

- a. Employ the Student Intern in a position that qualifies the Student Intern for the intern credential and meets all applicable CTC or California Department of Education requirements.
- b. Assign the Student Intern to an appropriate multiple subject class or single subject class, or class authorized by the Student Intern's internship credential.
- c. Verify that the Student Intern's teaching load will be reasonable for a teacher-in-training, and protected from extracurricular and case-overload demands.
- d. Assign a teacher within the school setting and with equivalent instructional assignment to serve as a Learning Support Teacher. The Learning Support 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 Learning Support Teacher shall support the Student Intern with weekly course planning, coaching in the classroom, problem-solving regarding students, curriculum, and teaching.
- e. Comply with all relevant California Education codes regarding the Intern Teacher, including California Education Code sections 44450-44468.

- f. Communicate with SCU regarding the progress of the Student Intern and identify any concerns.
- g. Notify SCU of any changes in the Student Intern's employment with the District.
- h. Stipulate that interns will not be hired if certificated employees are available in the participating school districts. The District further stipulates that when an intern is hired, there are no available qualified, certificated persons holding the credential within the District. SCU Interns will not displace certificated employees in participating districts.
- i. Identify the student's supervisor. The supervisor agrees to meet with the student regularly to facilitate the student's learning experience, provide support, review progress on assigned tasks, verify service hours and give feedback.
- j. Provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with the District's operations, services and/or clients; a discussion concerning safety policies and emergency procedures; student confidentiality and Family Educational Rights and Privacy Act; and information detailing where students check in and how they log their time.
- k. Provide Student Intern with a written description of the Student Intern's tasks and responsibilities.
- l. Provide appropriate training, equipment, materials and work area for Student Intern prior to Student Intern performing assigned tasks or working with the District's clients.
- m. Inform Student Intern of the need for a background check, fingerprinting and/or a tuberculosis test (if applicable); obtain the Student Intern's fingerprints, background check and/or tuberculosis test (if applicable); and maintain the confidentiality of any results as required by federal and state law.
- n. Evaluate the Student Intern if requested by SCU and contact SCU if the Student Intern fails to perform assigned tasks or engages in misconduct.
- o. Notify SCU as soon as is reasonably possible of any injury or illness to a Student Intern participating in a learning activity at the District.

D. GENERAL TERMS

1. Liability Insurance & Workers' Compensation

SCU shall take out and maintain a policy of general liability insurance (including personal injury with limits not less than \$1 million per loss and damage to property of others up to \$5,000 per incident), covering Paid Interns, and naming District as an additional named

insured under the general liability insurance policy or policies. Further, SCU agrees to maintain professional and comprehensive general liability insurance with no exclusion for molestation or abuse at Twenty Million Dollars (\$20,000,000) in aggregate throughout the course of this Agreement.

Further, SCU shall provide written notice that should any of the above described policies be cancelled before the expiration thereof, notice will be delivered in accordance with the policy provisions. SCU also agrees to maintain statutory Workers' Compensation coverage on any individuals considered as employees of SCU working at District pursuant to this Agreement at all times during the course of this Agreement.

SCU shall provide certificates evidencing all coverage referred to in this Section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis. If the coverage is on a claims-made basis, SCU hereby agrees that not less than thirty (30) days prior to the effective date of termination of SCU's current insurance coverage or termination of this Agreement, SCU shall either purchase three (3) year tail coverage per claim or provide proof of continuous coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of SCU's current coverage or prior to termination of this Agreement, as applicable, and provide District a certificate of insurance evidencing such coverage.

The SCU is permissibly self-insured through the State of California for automobile liability.

The District shall maintain automobile liability, general liability, workers' compensation and errors and omissions liability coverages for themselves and their respective employees. Errors or omissions liability coverage shall include coverage for negligence relating to alleged sexual misconduct and shall be on an occurrence basis. Automobile liability coverage must apply to owned, non-owned and hired automobiles. The required coverage may be provided by way of adequately documented individual or pooled self-insurance.

The District shall be named as an additional insured or covered party on the liability coverages maintained by the SCU, and such coverages shall be primary to any coverages maintained by the District. Limits of liability for each type of liability coverage shall be at least \$1 million per claim per occurrence/ \$2 million aggregate.

District shall maintain workers' compensation coverage applicable to its employees, including Paid Interns.

2. Indemnification

SCU shall defend, indemnify and hold District and its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of SCU, its officials, agents, or employees.

District shall defend, indemnify and hold SCU, its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officials, agents, or employees.

2. Governing Law

This Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions. Each article shall be independent and separable from all other articles, and the invalidity of an article shall not affect the enforceability of any of the articles.

3. Assignment

This Agreement may not be assigned by either party without the express, written consent of the other party.

4. This Agreement contains the entire Agreement between the SCU and the District relating to the subject matter hereof, and supersedes all prior and contemporaneous negotiations, correspondence, understandings and Agreements between the parties. This Agreement may be modified or amended only by the mutual, written consent of both parties.

5. SCU and the District represent and warrant that the undersigned have the authority to act on behalf of the parties and to bind the parties and all who may claim through them to the terms and conditions of this Agreement.

By signing below, the parties agree to fulfill the requirements set forth herein.

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| _____ Dean, SCU School of Education and Counseling Psychology | _____ Dean or Designee Signature | _____ Date |
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| _____ Intern Coordinator Department of Education, SCU School of Education and Counseling Psychology | _____ Intern Director Signature | _____ Date |
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| _____ John R. Baker, Ed.D, Supt. Redwood City School District | _____ District Representative Signature | _____ Date |
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| _____ Rick Edson, CBO Redwood City School District | _____ District Representative Signature | _____ Date |
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