



**Division of Graduate Education
School Counselor Intern Agreement**

This agreement ("Agreement") is between the Trustees of the California State University on behalf of **California State University, Dominguez Hills ("University")**

and _____ (**"School District"**).

The TERM of the Agreement shall be effective _____ and shall remain in effect through _____.

In consideration of the mutual promises set forth below, the University and School District ("parties") agree as follows:

1. The School District shall supervise University graduate students (**"Intern"**) enrolled in the School Counseling curricula as Intern Counselors. Such Internships will be under the direct supervision and instruction of such employees of the School District, as the School District and the University through their duly authorized representatives may agree upon. University support personnel will assist District staff in providing appropriate supervision. (See State of California Website regarding Pupil Personnel Services Credentials: <http://www.ctc.ca.gov/credentials/CREDS/pupil-personnel-svcs.html>.)

"Internship" as used herein and elsewhere in this agreement means the direct assumption of duties and functions of a School Counselor on a regular basis.

Compensation to the School District or the District Supervisor for providing direct supervision for the school counseling intern will not be provided by the State University. The School Counseling Intern program requires school counseling fieldwork experience to fulfill the credentialing requirements set forth by the California Commission on Teacher Credentialing.

Therefore, the University and the School District recognize the mutual benefit of placing Interns in the District's schools, where pupils are able to benefit from the school counseling service provided by the Intern, and the Intern is able to benefit by the supervision and fieldwork experiences provided by the Direct Supervisor.

2. Admission to the State University/District Internship will require at minimum:
 - A. Passing the California Basics Educational Skill Test (CBEST).
 - B. A valid Certificate of Clearance issued by the California Commission on Teacher Credentialing.

- C. A Bachelor's degree.
 - D. Baccalaureate grade point average of at least a 3.0 in the last 60 units.
 - E. Good academic standing in the CSUDH School Counseling Program.
3. During the course of the Internship program, the Intern will complete the approved University Internship Program.
- A. It is intended that this Internship program encompass a period of at least one semester. The duration of the Internship will be determined prior by the District and the State University for each intern.
 - B. The School District and University will cooperatively develop and implement a support system for each intern.
 - C. If approved by the District, the intern may be paid for internship service.
 - D. The intern will be provided experience and practice in the school and classroom.
 - E. The district will provide the intern with a direct supervisor who is a PPS credentialed employee of the District.
 - F. Interns will be required to be fingerprinted by the District at the Intern's cost.

4. General Provisions

- A. This Agreement will become effective as of the date last written below and continue for a period of 5 years unless terminated by either party after giving the other party 30 days written notice of the intent to terminate. If the School District terminates this Agreement, it will permit any student working at the School District at the time of termination to complete his/her work. At the 5 year termination date the agreement can be renewed once it has been reviewed, updated as applicable and executed by the appropriate parties.
- B. The School District and the University agree to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this Agreement. This paragraph will survive expiration or termination of this Agreement.
- C. Each party agrees to maintain general liability coverage of at least \$1,000,000 per occurrence, \$2,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII.
- D. The School District and the University will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial

experience for all involved.

- E. The School District may dismiss a student if the student violates its standards, mission or goals. The School District will document its rationale for terminating a student and provide the University with a copy of the rationale upon request.
- F. Students participating in a learning activity at the School District are not officers, employees, agents or volunteers of the University or the School District.
- G. Nothing contained in this Agreement confers on either party the right to use the other party's name without prior written permission, or constitutes an endorsement of any commercial product or service by the University.
- H. This Agreement may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations, including but not limited to laws prohibiting discrimination and harassment.
- I. Any notices required by this Agreement will be deemed to have been duly given if communicated to the following individuals:

UNIVERSITY:

Name: Francisco Quinonez
Title: Director of Procurement and Contracts
Address: 1000 E. Victoria St.
Carson, CA 90747

Tel. Number: (310) 243-3799
Email Address: fquinonez@csudh.edu

SCHOOL DISTRICT:

Name: _____
Title: _____
Address: _____

Tel. Number: _____
Email Address: _____

IN WITNESS WHEREOF, this Agreement has been executed by the parties as of the date last written below.

**CALIFORNIA STATE UNIVERSITY,
DOMINGUEZ HILLS**

SCHOOL DISTRICT:

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: Program Coordinator, School Counseling

Title: _____

Date: _____

Date: _____

Signature: _____

Name: _____

Title: Dean, College of Education

Date: _____

Signature: _____

Name: Francisco Quinonez

Title: Director of Procurement and Contracts

Date: _____