

**Sonoma State University  
School of Education**

**CREDENTIAL PROGRAMS INTERN  
AGREEMENT**

**With  
Novato Unified School District**

This Credential Programs Intern Agreement, hereafter referred to as “Intern Agreement”, effective July 1, 2016 is made between the Trustees of the California State University on behalf of California State University, Sonoma State University and its School of Education, hereafter referred to as “University” and Novato Unified School District, hereafter referred to as “School”.

**1. Purpose:** The purpose of this Agreement is to define the respective roles and responsibilities of the two parties in order to allow School District/Agency to extend offers of employment to enrolled students in University’s School of Education Credential Intern program established under California law and rules by the California Teachers Commission (CTC).

**2. Term:** The term of this Agreement shall be for the period July 1, 2016 through June 30, 2018.

**3. Roles and Responsibilities:**

3.1 School Roles and Responsibilities under this Agreement are as follows:

- School shall comply with all State requirements necessary in order to properly offer and subsequently employ as Credential Interns students at SSU in accordance with the California Credential Program Intern program established by State law and regulations: Teacher Education Internship Act of 1967 (Cal. Ed. Code 44450 et. Seq.); Education Code 44321; 44325- 44328; and subsequent regulations. Title 5; California Code of Regulations 80033; 80055; et. seq.
- School shall also acknowledge that this agreement includes a formal partnership with the North Coast Beginning Teacher Program (NCBTP). As such a separate MoU between the School and the NCBTP must be ratified in order for this Agreement to be in effect.
- Be responsible, as employer, for employed Credential Programs Intern’s salary and benefits, including, but not limited to, workers compensation, and professional and general liability insurance.
- Assign a Mentor to each eligible Intern who meets the Commission’s identified criteria of a valid corresponding Clear or Life Credential, three (3) years successful teaching experience, and English learner authorization. Pair Interns with Mentors who most closely match their teaching assignment, including grade level and subject matter, and their credential.
- Assume the remaining responsibilities as outlined in Section F (District Responsibilities) in the NCBTP MoU with Participating School Districts and Employing Agencies.

3.2 University Roles and Responsibilities under this Agreement are as follows:

- University shall vet student’s academic eligibility to be an Intern Credential Candidate pursuant to CTC criteria and protocols set forth in Attachment 1, attached hereto and incorporated hereto by this reference.
- Provide course curriculum that fulfills CTC requirements.
- Provide a University supervisor.
- Collaborate with the NCBTP and participating districts to ensure that Interns receive a minimum of 144 hours of support/mentoring and supervision per school year as outlined in Ed Code 44321.

- Collaborate with the NCBTP and participating districts to ensure that Interns who enter the program without valid English learner authorization receive an additional 45 hours of support/mentoring and supervision specific to meeting the needs of English learners as outlined in Ed Code 44321.
- Recommend State approval of the Intern Credential, upon student's satisfactory completion of appropriate requirements.

#### **4. General Provisions**

4.1 Indemnification – School agrees to indemnify, defend and save harmless the State of California, the Trustees of the California State University, Sonoma State University, their respective officers, agents, employees and volunteers 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 School's officers, employees, agents or volunteers in the performance of this Agreement. This paragraph will survive expiration or termination of this Agreement.

4.2 Insurance – School agrees to maintain professional and 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. School shall also maintain workers compensation coverage as required by law.

4.3 Modifications/Termination – This Agreement may be amended upon mutual agreement of the parties in writing. This Agreement may be terminated by either party upon thirty (30) days prior written notice to the other party.

4.4 Notices – Notices shall be sent to the parties, at the addresses set forth below:

To University:

For Programmatic Related Issues - Attention:

Gayle Graff, Administrative Manager  
 Sonoma State University, School of Education  
 1801 E. Cotati Avenue, Rohnert Park, CA 94928  
 Ph: 707/664-2395 FAX: 707/664-2483  
 Email: [gayle.graff@sonoma.edu](mailto:gayle.graff@sonoma.edu)

For Contractual Notices - Attention:

Jenifer Barnett, Managing Director for Contracts,  
 Procurement and Accounts Payable  
 Sonoma State University, Financial Services  
 1801 E. Cotati Avenue, Rohnert Park, CA 94928  
 Ph: 707/664-3102, FAX: 707/664-4183  
[jenifer.barnett@sonoma.edu](mailto:jenifer.barnett@sonoma.edu)

**To School District/Agency:**

Kris Cosca, Assistant Superintendent – HR  
Novato Unified School District  
1015 Seventh Street  
Novato, CA 94949  
Phone: (415) 493-4207  
Email: **kcosca@nUSD.org**

In witness whereof, this Agreement has been executed by the parties, upon the date first written above.

**Novato Unified School District**

**Sonoma State University**

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Kris Cosca, Assistant Superintendent – HR

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Jenifer Barnett, Managing Director

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Date

\_\_\_\_\_  
Date