



California Institute of Integral Studies  
Program in Counseling Psychology  
**SUPERVISED FIELDWORK AGREEMENT**

1453 Mission Street, San Francisco, CA 94103 (415) 575-6117 Fax (415) 575-1264

(Please type or print clearly)

Pre-Practicum Placement \_\_\_\_\_ Practicum Placement \_\_\_\_\_ Post-Practicum Placement \_\_\_\_\_

**Student Name** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_ CIIS ID Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Program \_\_\_\_\_ Units Completed \_\_\_\_\_ Date Completed \_\_\_\_\_

**Agency Name** \_\_\_\_\_

**Practicum Site** \_\_\_\_\_ County \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address if different \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Clinical Director** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

For \_\_\_\_\_ hours per week beginning \_\_\_\_\_ and ending \_\_\_\_\_ The stipend is \$ \_\_\_\_\_ /mo. or \_\_\_\_\_ no stipend.  
m/d/y m/d/y

**Site Supervisor**

Name \_\_\_\_\_ Degree \_\_\_\_\_ Lic # \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home) \_\_\_\_\_ (Other) \_\_\_\_\_

Email (where we can follow up regarding evaluations) \_\_\_\_\_

Type of License: MFT \_\_\_\_\_ LPCC \_\_\_\_\_ LCSW \_\_\_\_\_ Clinical Psychologist \_\_\_\_\_ Board Certified Psychiatrist \_\_\_\_\_

Date License issued \_\_\_\_\_ State issuing \_\_\_\_\_ Expiration date \_\_\_\_\_ AAMFT approved? \_\_\_\_\_

Liability insurance carrier \_\_\_\_\_ Amount of coverage \_\_\_\_\_ Expiration date \_\_\_\_\_

\_\_\_\_\_ Appropriate verification has been provided

**Type of Work Setting**

ON-SITE OFF-SITE

Governmental entity \_\_\_\_\_

School, college or university \_\_\_\_\_

Non-profit and charitable corporation \_\_\_\_\_

Licensed health facility \_\_\_\_\_

(as defined in Sections 1250, 1250.2, 1250.3, 1502, 1706.2, and 11834.02 of the Health and Safety Code)

\_\_\_\_\_ Appropriate verification has been provided \_\_\_\_\_ Site visit required

**Description of Activities - Please indicate the number of hours per week of each**

**Direct Services**

\_\_\_\_\_ individual, couple and/or family therapy

\_\_\_\_\_ group therapy

\_\_\_\_\_ intake interviewing

\_\_\_\_\_ assessment and testing

\_\_\_\_\_ other \_\_\_\_\_

**Indirect Services**

\_\_\_\_\_ administrative paperwork

**Supervision**

\_\_\_\_\_ individual supervision

\_\_\_\_\_ group supervision

**Training**

\_\_\_\_\_ training seminars

\_\_\_\_\_ case conferences

\_\_\_\_\_ didactic training

\_\_\_\_\_ staff meetings

**Additional Info (optional)**

Type of setting \_\_\_\_\_

Populations served \_\_\_\_\_

Theoretical orientation \_\_\_\_\_

**Please note:** Student must carry a minimum of **3 clients** per week (individual, couple and/or family)

## **SECTION I: DEFINITIONS OF TERMS**

1. **"Qualifying degree program,"** is a CIIS master's degree program in counseling psychology with an emphasis in marriage and family therapy, as defined in section 4980.40 of the Business and Professions Code, or professional clinical counseling as defined in section 4999.32 of the Business and Professions Code.
2. **"Supervised fieldwork setting,"** is a governmental entity, a school, college, or university, a non-profit and charitable corporation, or a licensed health facility as defined in section 4980.43 (e) of the Business and Professions Code.
3. **"Supervisor,"** is a currently licensed marriage and family therapist, professional clinical counselor, psychologist, clinical social worker, or licensed physician certified in psychiatry as defined in section 4980.5 (a) and 4999.12 (h) of the Business and Professions Code and otherwise meets all qualifications defined in the Code.
4. **"Trainee,"** is an unlicensed person who is currently enrolled in a master's or doctor's degree program and has completed no less than 12 semester units or 18 quarter units of course work in any qualifying degree program as defined by section 4980.03 (c) of the Business and Professions Code.
5. **"Supervised fieldwork experience,"** is experience within the scope of practice of a marriage and family therapist or licensed professional clinical counselor in applied psychotherapeutic techniques, assessment, diagnosis, prognosis, and treatment of individuals, premarital, couple, family, child, and group relationships, including dysfunction and healthy functioning and health promotion and illness prevention, in a supervised clinical placement as defined by section 4980.40 (b) (1) and 4999.34 of Business and Professions Code.  
**PLEASE NOTE:** Practicum shall include a minimum of **225 (MFT) or 280 (LPCC) hours** of face-to-face experience counseling individuals, couples, families, children, or groups (Section 4980.40).
6. **Employee:** Under no circumstances shall staff, interns or volunteers be considered an employee of BUSD within the meaning of any federal, state, or local law or regulation including, but not limited to, laws or regulations governing unemployment insurance, old age benefits, workers' compensation, industrial illness or accident coverage, taxes, or labor and employment in general. Volunteers are not permitted to provide professional services for which a license of credential is required. Under no circumstances shall University staff, interns, supervisor, or volunteers look to BUSD as an employer.

## **SECTION II: RELATIONSHIP OF THE PARTIES**

1. The qualifying degree program shall approve of and coordinate with the **supervised fieldwork setting**.
2. The **supervised fieldwork setting** shall coordinate with the **qualifying degree program** and shall employ the **trainee** and the **supervisor** in accordance with the statutes, regulations, and professional standards governing marriage and family therapists or professional clinical counselors. The fieldwork setting agrees to provide the trainee with a **minimum of 3 psychotherapy cases** per week that may include individuals, couples, families, children, and/or groups.

3. The **supervisor** shall be employed by the **supervised fieldwork setting** and shall provide supervision of the **trainee's supervised fieldwork experience** in compliance with the statutes, regulations, and professional standards governing marriage and family therapists or licensed professional clinical counselors.
4. The **trainee** is a student of the **qualifying degree program**, is employed by or is a volunteer of the **supervised fieldwork setting**, and is supervised by the **supervisor** in accordance with the statutes, regulations, and professional standards governing marriage and family therapists or licensed professional clinical counselors.
5. Designated field work supervisors will provide clinical supervision as described in each intern's learning agreement. BUSD makes no assertion or guarantee of accumulation of supervised hours toward MFT or LCSW licensure in California under the Behavioral Board of Sciences or other licensing agency.
6. Employees and volunteers of entities providing services on a school site must have a tuberculosis clearance and be fingerprinted by the California Department of Justice for a criminal records check and found not to have been convicted of a serious or violent felony, CA Education Code 45125.1 and EC 49406. University interns and all parties who have contact with pupils shall comply with the provisions of CA Education Code regarding the submission of employee/intern fingerprints to the California Department of Justice and the completion of criminal background investigations of its employees. The University shall not permit any employee/intern to have any contact with BUSD pupils until such time as it has been verified by BUSD that the employee has not been convicted of a felony, as defined in Education Code section 45125.1.

### **SECTION III: GOALS OF THE SUPERVISED FIELDWORK EXPERIENCE**

1. To provide an integrated course of studies that train students generally in the diagnosis, assessment, prognosis, and treatment of mental disorders.
2. To train students specifically in the application of marriage and family relationship or professional clinical counseling principles and methods.
3. To encourage students to develop those personal qualities that are intimately related to the therapy situation such as integrity, sensitivity, flexibility, insight, compassion, and personal presence.
4. To teach students a variety of effective psychotherapeutic techniques and modalities that may be utilized to improve, restore, or maintain healthy individual, couple, family, child, and group relationships.
5. To prepare students to be familiar with cross-cultural mores and values, and to design practica to include marriage and family therapy or professional clinical counseling experiences in low-income and multi-cultural health settings.
6. To educate students in the therapeutic, clinical, and practical considerations involved in the legal and ethical practice of the profession.
7. To gain supervised fieldwork experience within the scope of practice of the profession in a supervised clinical placement.
8. This agreement formalizes a partnership between BUSD and University. The purpose of this partnership is to provide field placement for interns who receive training and supervision while providing services for

student, parents and guardians. The intended outcome of services is to increase student academic achievement, increase rates of student attendance, and reduce behaviors that interfere with educational success. Services provided will increase access to services for historically underserved populations and strengthen interagency collaboration. University Intern(s) are hereby authorized to provide services and support for youth and families at BUSD facilities and events. BUSD and University are independently responsible for ensuring that the extent, kind and quality of services performed will be consistent with the intern's training, education and experience. Counseling and social work graduate school interns are hereby authorized to provide services and support for youth and families in BUSD schools.

9. Each intern will complete Appendix A, to be submitted by the fieldwork supervisor. Interns may not begin services at BUSD school and should not assume the expectation that field placement is guaranteed until related agreements are approved by both agencies, and such communication has been provided in writing to the field work supervisor and prospective intern.

10. University hereby agrees to the terms set forth in Appendix A, below.

#### SECTION IV: ADDITIONS

##### INSURANCE

- a) The University shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.
  - i) **Commercial General Liability and Automobile Liability Insurance.** Commercial General Liability Insurance and Automobile Liability Insurance that shall protect the University and the District from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the services. General Liability insurance shall include contractual liability, products liability, completed operations and broad form property damage coverage.
  - ii) **Workers' Compensation and Employers' Liability Insurance.** Workers' Compensation Insurance and Employers' Liability Insurance for all of its employees performing any portion of the Services. In accordance with provisions of section 3700 of the California Labor Code, the University shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this MOU are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.
  - iii) **Professional Liability (Errors and Omissions).** Professional Liability (Errors and Omissions) Insurance as appropriate to the University's profession.

Type of Coverage	Minimum Requirement
<b>Commercial General Liability Insurance</b> , including Bodily Injury, Personal Injury, Property Damage, Contractual Liability, Products Liability, Completed Operations and Broad Form Property Damage, Advertising Injury, and Medical Payments	

Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
<b>Automobile Liability Insurance - Any Auto Parked on BUSD Property</b>	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 1,000,000
<b>Professional Liability</b>	\$ 1,000,000
<b>Workers Compensation</b>	Statutory Limits
<b>Employer's Liability</b>	\$ 1,000,000

**Proof of Insurance.** The University shall not commence performing any portion of services until all required insurance has been obtained and certificates indicating the required coverage's have been delivered to the district. Certificates and insurance policies shall include the following:

- iv) A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."
- v) Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.
- vi) An endorsement stating that the District and the State and their agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insureds under all policies except Workers' Compensation Insurance, Professional Liability, and Employers' Liability Insurance. An endorsement shall also state that University's insurance policies shall be primary to any insurance or self-insurance maintained by District.
- vii) All policies shall be written on an occurrence form.

- b) **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

**TERMINATION:** The expectation of all parties is that the trainee will complete the term of this agreement. Termination of this agreement with cause shall be in accordance with the academic policies of the qualifying degree program or the employment or volunteer policies of the **supervised fieldwork setting**. Any party may terminate this agreement without cause by giving all other parties 30 days' notice of the intention to terminate. Termination of this agreement on the part of the trainee or supervisor is separate from termination of his or her employment at the **supervised fieldwork setting**. Termination of the trainee's or supervisor's employment or this agreement must take into account the clinical necessity of an appropriate termination or transfer of

psychotherapeutic clients. In any case, it is assumed that if there is an early termination of this agreement on the part of the **trainee, the supervised fieldwork setting** or the **supervisor** that such a decision must include consultation with the **qualifying degree program**.

This Agreement will terminate upon the date indicated above or when terminated as set forth below. Either party may terminate this Agreement at any time by giving thirty (30) days written notice to the other party. Should either party default in the performance of this Agreement or materially breach any of its provisions, the non-breaching party may terminate this Agreement immediately by giving written notice to the breaching party. Termination shall be effective immediately on receipt of said notice.

**CHANGES IN THE AGREEMENT:** This agreement represents the sole agreement between BUSD and the University with respect to the scope of services described herein. Any prior understanding or agreements, written or oral, between BUSD and the University are superseded by this agreement. This agreement may be amended or modified only by a written instrument executed by both parties. The invalidity or unenforceability of any one or more of the provisions of this agreement shall in no way affect the validity or enforceability of any of the other provisions hereof, and any provision that is prohibited by or under the laws of any jurisdiction shall be ineffective in such jurisdiction only to the extent of such prohibition and shall not invalidate or in anywise affect the other provisions hereof. In the event of dispute about any invoice or the quality of work of the University, "BUSD" and University agree to mediate such a dispute before a mutually agreed-upon mediator or a dispute resolution service.

**COMPLIANCE WITH LAWS:** University shall observe and comply with all rules and regulations of the governing board of BUSD and all federal, state, and local laws, ordinances and regulations. University shall give all notices required by any law, ordinance, rule and regulation bearing on conduct of the services as indicated or specified.

**COPYRIGHT:** Documents and materials produced as a result of this agreement shall be the property of BUSD. BUSD holds ownership of design of all documents and materials created by intern during the course of providing services at BUSD schools.

**AMBIGUITY:** The parties to this agreement, and each of them, hereby represent that the language contained herein is to be construed as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all parties shall be treated as equally responsible for such ambiguity.

**ASSIGNMENT:** Without the prior written consent of BUSD, this agreement is not assignable by the University, either in whole or in part.

**GOVERNING LAW:** The validity of this agreement and any of its terms or provisions as well as the rights and duties of the parties hereunder shall be governed by the laws of the State of California. Venue for all litigation relative to the formation, interpretation, and performance of this agreement shall be held in **Alameda County, California**.

**MUTUAL INDEMNIFICATION:** University shall and does hereby indemnify, defend, and hold harmless BUSD and BUSD's officers, employees, former and current trustees, agents and representatives from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities and damages, including, without limitation active and passive claims, interest, penalties, and reasonable attorney fees and costs, that BUSD may incur or suffer and that rise from, or are related to, any breach or failure of the student's performance of services contained in this Agreement. **BUSD** shall and does hereby indemnify, defend and hold

harmless **University** officers, employees, former and current trustees, agents and representatives from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities and damages, including, without limitation active and passive claims, interest, penalties, and reasonable attorney fees and costs, that University may incur or suffer and that arise, result from, or are related to any breach or failure of the student's performance of services contained in this agreement.

## COMPENSATION FOR SERVICES

This agreement involves no exchange of funding. Arrangements related to funding must be processed in a separate contract. Contracts involving exchange of funding must be approved by the BUSD Asst. Superintendent of Business Services. Under no circumstances shall staff, interns or volunteers be considered an employee of BUSD within the meaning of any federal, state, or local law or regulation including, but not limited to, laws or regulations governing unemployment insurance, old age benefits, workers' compensation, industrial illness or accident coverage, taxes, or labor and employment in general. Under no circumstances shall University staff, interns, supervisor, or volunteers look to BUSD as an employer.

## SECTION V: RESPONSIBILITIES OF THE PARTIES

### 1. THE QUALIFYING DEGREE PROGRAM

- a. University is responsible for ensuring that the extent, kind and quality of services performed will be consistent with the intern's training, education and experience.
- b. University shall approve the **supervised fieldwork setting** for each **trainee**.
- c. University and District shall have this written agreement with the **supervised fieldwork setting** that details each party's responsibility, including the methods by which supervision will be provided.
- d. University shall provide forms for regular process reports and evaluation of the student's performance at each **supervised fieldwork setting**.
- e. University shall evaluate the appropriateness of the **supervised fieldwork experience** for each **trainee** in terms of the educational objectives, clinical appropriateness and scope of the license of a Lic. Clinical Social Worker (LCSW) or Marriage and Family Therapist (LMFT) and as set forth in Section 4980.02 of the Business and Professions Code or licensed professional clinical counselor (LPCC) as set forth in Section 4999.12.

\_\_\_\_\_  
Initials of the Student's CIIS Academic Advisor

### 2. THE SUPERVISED FIELDWORK SETTING

- a. shall provide the **trainee** and the **supervisor** with the documentation necessary to verify to the Board of Behavioral Sciences that the placement is one that is defined in law, that the trainee is employed in the manner required by law and description of the duties performed by the **trainee** fall within the scope of the license of an MFT or PCC.
- b. shall appropriately evaluate the qualifications and credentials of any employee who provides supervision to MFT/PCC Trainees.
- c. shall provide adequate resources to the **trainee** and the **supervisor** in order that they may provide clinically appropriate services to clients.
- d. shall orient the **trainee** and **supervisor** to the policies and practices of the agency.
- e. shall notify the **qualifying degree program** in a timely manner of any difficulties in the work performance of the student.

- f. shall provide the **trainee** and the **supervisor** with an emergency response plan which assures the safety and security of **trainee, supervisor,** and trainee's clients.
- g. shall provide the trainee with a minimum of three hours per week of supervised fieldwork experience within the scope of practice of an MFT/PCC.

\_\_\_\_\_ Initials of the Site Clinic Director (or other Representative of the Fieldwork Setting)

### 3. THE SUPERVISOR

- a. shall be a BUSD employee.
- b. shall sign and abide by the Responsibility Statement for Supervisors of the MFT/PCC License as described in Section 1833.1 of the California Code of Regulations (**CCR**).
- c. shall describe in writing the methods by which supervision will be provided.
- d. shall provide regular progress reports and evaluations of the student's performance at the site to the **qualifying degree program**.
- e. shall abide by the ethical standards for supervisors promulgated by the American Association of Marriage and Family Therapy and the California Association of Marriage and Family Therapists.
- f. shall review and sign the experience log required by Section 1833 (e) of the **CCR** on a **weekly** basis as set forth in Section 1833 (c) of the **CCR**.
- g. shall sign the experience verification form required for licensure except as set forth in Section 1833.1 (c) of the **CCR**.
- h. shall provide the **qualifying degree program** with a current copy of their license and resume at all times. Notify the **qualifying degree program** and the **trainee** of any action that may effect his/her license immediately.

\_\_\_\_\_ Initials of the Site Supervisor (or primary supervisor signing off weekly hours of experience)

### 4. THE TRAINEE

- a. shall abide by BUSD procedures for fingerprinting/background check, and provide proof of TB clearance prior to starting at the school site.
- b. shall have his/her supervisor read and sign the Responsibility Statement for Supervisors of the MFT/PCC License before conducting therapy with any clients.
- c. shall maintain a log of all hours of experience gained toward licensure as required by section 1833 (e) **CCR**.
- d. shall be responsible along with their **supervisor** for providing complete and accurate documentation to the Board of Behavioral Sciences (BBS) in order to gain hours of experience towards licensure.
- e. shall be responsible for learning those policies of the **supervised field work setting** which govern the conduct of regular employees and trainees, and for complying with such policies.
- f. shall be responsible for participating in the periodic evaluation of his or her **supervised fieldwork experience** and delivering it to the **qualifying degree program**.
- g. shall be responsible for notifying the **qualifying degree program** in a timely manner of any professional or personal difficulties which may affect the performance of his or her professional duties and responsibilities.
- h. shall abide by the ethical standards of the American Association of Marriage and Family Therapy and the California Association of Marriage and Family Therapists.
- i. Trainee will review Appendix A with BUSD fieldwork supervisor.

\_\_\_\_\_ Initials of the Trainee



## SECTION VI: METHODS OF SUPERVISION

Section 1833.1 (a) (6) requires that the supervisor monitor the quality of counseling or psychotherapy performed by the trainee by direct observation, audio or video recording, review of progress and process notes or records or by any other means deemed appropriate by the supervisor and furthermore that the supervisor shall inform the trainee prior to the commencement of supervision of the methods by which the supervisor will monitor the quality of counseling or psychotherapy being performed.

**Site Supervisor - please check all that apply**

<input type="checkbox"/>	Audio Tape	<input type="checkbox"/>	Video Tape
<input type="checkbox"/>	Process and Progress Notes	<input type="checkbox"/>	Student Verbal Report
<input type="checkbox"/>	Role Play	<input type="checkbox"/>	Direct Observation
<input type="checkbox"/>	Other (Describe) _____		

## SECTION VII: EVALUATIONS

<input type="checkbox"/>	<b>Site Supervisor</b>	Evaluations provided to site supervisor by CIIS <b>each semester</b>
<input type="checkbox"/>	<b>CIIS Supervisor</b>	Evaluations completed <b>each semester</b>
<input type="checkbox"/>	<b>Trainee</b>	Evaluates site <b>upon completion of Placement</b>
<input type="checkbox"/>	Other (Specify) _____	

## SECTION VIII: TERM OF AGREEMENT

From 10/23/2019 To 6/30/2020

## SECTION IX: SIGNATURES

Student

(Signature)

(Print Name)

(Date)

Clinical Supervisor

(Signature)

(Print Name)

(Date)

School Principal

(Signature)

(Print Name)

(Date)

BUSD Assistant Sup, HR

(Signature)

*Synthia Espinosa* Samantha Tobias-Espinosa

(Print Name)

(Date)

10/23/19

CIIS Academic Advisor

(Signature)

(Print Name)

(Date)

CIIS Director of Placement

(Signature)

*Rebecca McGowan*

(Print Name)

(Date)

10/23/19

**Berkeley Unified School District**

**Appendix A:**

**To be completed by intern and field work supervisor.**

**Supervisor submits to BUSD Dept. of Student Services**

- At what school(s) is intern field placement proposed:  
Where:
- Schedule / Days of Week / Hours of Proposed Services:  
TOTAL HRS / WEEK \_\_\_\_\_ # OF WEEKS \_\_\_\_\_  
TOTAL PROPOSED HRS / YEAR \_\_\_\_\_
- To provide services outside of the academic year of the university, prior written authorization is required by the university.
- Intern/trainee schedule is subject to approval by the school principal or designee.
- Intern/trainee will coordinate services provided with BUSD personnel.
- University or Intern/trainee is responsible for all costs related to fingerprinting and TB testing of intern/trainees.
- Surveys, research, and human subjects: Prior to the distribution of any survey or questionnaire, approval is required from the Principal and Manager, Student Services. Parent / guardian consent is required for student participation in surveys or qualitative research. "Negative consent" (not returning a form) to decline participation in surveys is not permitted under the terms of this agreement.
- Parent / holder of educational rights informed consent is required in order for any student to participate in any program or services provided by University at District schools.
- Parent(s) or legal guardian will be fully informed about the content of the program in accordance with the practice of informed consent. Intern / trainee will utilize informed consent forms used by, and provided by clinical supervisor.
- Student participation programs and services offered by intern / trainee is voluntary. A student or parent may elect to discontinue participation in programs or services at any time by communicating this verbally or in writing to intern / trainee or District staff member. If so notified, intern / trainee will inform District.
- Intern / trainee will demonstrate sensitivity and cross-cultural competence when working with students and families from diverse ethnic, economic, and cultural backgrounds.

- Intern / trainee will work collaboratively with District professionals from various disciplines (i.e. teachers, school administrators, psychologists, nurses, child and family advocates, school social workers, etc.) to support student achievement.
- Intern / trainee will maintain timely and accurate records for each student served.
- Intern / trainee / University is responsible for knowledge and compliance with professional and ethical guidelines, State and Federal law, and District Board Policies.
- Intern / trainee will maintain student and family confidentiality.
- When appropriate, intern / trainee will assist students and families to access health, mental health, and/or support services available at school, in the District, and in the community. Referrals to resources will be tracked and recorded separately from clinical notes.
- Intern / trainee will provide up to date emergency contact information, for each staff member or volunteer, to be kept on file at each school site served and BUSD Student Services.
- District may, within its sole discretion, release intern / trainee from placement and request cessation of services. Said notice may be provided by email or facsimile transmission to University.
- Intern / trainee is mandated reporter of child abuse and neglect. University ensures that all intern / trainees are informed of legal requirements related to mandated reporting.
- In the event that an urgent or emergency circumstance is encountered (i.e. required CPS report, call to police, hospitalization evaluation, safety concerns, etc.) intern / trainee will follow school emergency procedures, call 911 if indicated, then immediately directly contact the principal or principal's designee, the District field work supervisor, and University supervisor.
- This agreement involves no exchange of funding. There are no costs or remuneration associated with intern / trainee field placement in BUSD. Any costs related to intern / trainee fieldwork placement must be independently arranged through a fiscal contract. Contracts involving exchange of funding must be approved by the BUSD Asst. Superintendent of Business Services.
- Intern / trainee will provide a mid-year and end-of-year utilization summary that includes the following information: number of students referred for services, number of students served, top four (4) reasons for referral for intern / trainee services, ethnicity and gender of student population referred for intern / trainee services. Unless otherwise arranged, mid-year summaries are due each year on January 15, end-of-year summaries are due on June 1 of each calendar year, or one week after intern / trainee stops providing services, whichever comes first.
- Under no circumstances shall intern / trainee be considered an employee of District within the meaning of any federal, state, or local law or regulation including, but not limited to, laws or regulations governing unemployment insurance, old age benefits, workers' compensation, industrial illness or accident coverage, taxes, or labor and employment in general. University staff, intern / trainees, supervisor, or volunteers will not consider District to be an employer.

**Name of Intern:**

**Date of Birth:**

**Address:**

**Tel #:**

**Cell#**

**Email:**

**Emergency Contact: Name / Tel:**

**University Name:** California Institute of Integral Studies

**Field of Study:** School Counseling

School Psychology

Social Work

School Social Work (PPSC)

Other: Masters in Counseling Psychology

**Year in Graduate School:**

**BUSD Fieldwork Supervisor:**

**Name:**

**Title:**

**Tel#**

**Cell#**

**Email:**

**LCSW / MFT Lic #:**

\_\_\_\_ Supervisor Initials: Verification that all continuing education and BBS requirements to provide clinical supervision have been met, and is up to date.

**University Liaison:**

**Name:** Gia Stark

**Title:** Senior Clinic and Sites Manager

**Tel#** (415) 575-6207

**Cell#** (415) 575-6207

**Email:** gstark@ciis.edu

Please submit this original form to BUSD Student Services: 2020 Bonar Street # 112, Berkeley CA 94702

Prior approval is required before intern may interact with students at BUSD schools and events.

Thank you for supporting BUSD students, parents and guardians.

