



**EDUCATIONAL FIELDWORK AGREEMENT  
2021-2023**

This agreement is entered into by and between **VISTA DEL MAR UNION SCHOOL DISTRICT** (hereinafter called the “District”), and the **UNIVERSITY OF REDLANDS** (hereinafter called the “University”). This term of agreement shall be from **1 JULY 2021** until **30 JUNE 2023**.

**A. RECITALS**

1. The purpose of this Agreement is to provide educational fieldwork experiences to students enrolled in the Professional Educational curriculum and/or the Communication Sciences and Disorders graduate curriculum of the University. This Agreement is entered into pursuant to the applicable provisions of the California Educational Code, including, but not limited to, Section 11006.
2. Notwithstanding any other provisions herein, this Agreement shall become operant only pursuant to the provisions of Board Policy/Administrative Regulation of the District.

**B. OPERATIVE PROVISIONS**

1. The District shall provide educational fieldwork experiences in schools, classes or other appropriate sites of the District, under the direct supervision and instruction of certificated employees of the District, not to exceed 16 semester units of credit per student.
2. The District may, for good cause, refuse to accept for participation, any student of the University assigned to educational fieldwork experiences in the District. The University shall terminate the assignment of any student of the University upon the District’s request, which request shall be made only for good cause.
3. In performance of this Agreement, each of the parties hereto agrees that it shall not discriminate against any student on the basis of race, color, religion, ancestry, national origin, physical or mental impairment, sex, or any other basis prohibited by law.
4. That in accordance with PC 11105.3, pre-service teachers and fieldwork candidates will not be placed in fieldwork experiences in the District with unsupervised access to children until a background check by the Department of Justice, including fingerprint clearance, is complete and received by the District. Subsequent arrest records received by the District will be cause for a District review of continued student suitability. The District will be the sole determiner if it is deemed that the student will be removed from the fieldwork assignment.
5. Pre-service teachers and fieldwork candidates will not be placed in fieldwork experiences in the District without a current negative TB test (skin test dated in the past two years or chest x-ray

exam dated within the past five years) and any other required vaccinations, which will be kept on file with the University.

6. University students' assignments to pre-service and clinical fieldwork experiences in schools will be under the following definitions:

**“Student Teachers”** means persons recommended by the University, possessing a certificate of clearance or other appropriate certificate, who have been approved to engage in unpaid classroom teaching experiences and/or individualized therapy under the supervision of a regularly credentialed employee of the District. An assignment of a student of the University to a student teaching or placement in schools of the District shall be at the discretion of the University, working cooperatively with the District. The assignment shall last for a designated period of time, not to exceed a full University semester of 14 weeks.

**“Clinic Teachers”** means persons recommended by the University, possessing a certificate of clearance or other appropriate certificate, to engage in limited unpaid classroom teaching experiences under the supervision of a regularly credentialed employee of the District. Clinic teaching is designed to provide University teacher candidates limited exposure and practice to teaching methods for a designated period (usually 4 to 6 weeks). Arrangements for this experience will be made cooperatively between the University supervisor and the principal of the participating school.

**“Student Interns”** means person recommended by the University possessing a certificate of clearance or other appropriate certificate, who have been approved to engage in unpaid educational service experiences (counseling, administration, librarianship, etc.) under the supervision of a regularly credentialed employee of the District.

**“Teaching Interns”** means persons recommended by the University possessing a certificate of clearance and an Internship Credential, who have been approved to engage in paid teaching services under the supervision of a regularly credentialed employee of the District and a University supervisor for a minimum of a University semester of 14 weeks. The University reserves the right to issue or deny the preliminary teaching credential at the end of the internship experience. Either the District or the University may remove the teaching intern for unsatisfactory performance.

**“Student Observers”** means persons recommended by the University who have been approved to engage in observation of classroom teaching or other educational services performed by regularly credentialed employees of the District. Student observers may be permitted to engage in limited educational fieldwork experiences under the direct supervision and in the presence of a regularly credentialed employee of the District.

**“Education Administration Fieldwork/Interns”** means persons recommended by the University who hold a baccalaureate degree from a regionally accredited institution of higher education (EC 44453). The candidate must have either three years' experience (intern) or five years' experience under a prerequisite Preliminary Administrative Services credential (PASC), received a passing score on the CBEST, and is eligible for an Administrative Internship Credential, who have been approved to engage in paid administrative services (if this does not displace a certificated employee). The candidate shall be under the supervision of a regularly credentialed employee of the District and a University Supervisor for a minimum of 16 weeks. The University authorizes the

candidates in an administrative internship program to assume the functions authorized by the regular administrative services credential. The University reserves the right to issue or deny the preliminary administrative credential at the end of the internship experience. Either the District or the University may remove the administrative intern for unsatisfactory performance.

PASC students are required to complete 60 hours of fieldwork, 10 hours per course under the supervision of an on-site supervisor/coach, holding an Administrative Services Credential and working in an administrative capacity. Students will complete 20 hours of fieldwork at an elementary site, 20 hours at a middle school site, and 20 hours at a high school site under the supervision of a Supervisor/Coach. Supervisor/Coaches will meet 6 times each semester with the PASC student to 1. Plan a prescribed administrative Fieldwork Experience 2. Implement the plan to enhance the on-site experience 3. Evaluate each area implemented to ensure a completed quality experience 4. Provide quality feedback to the candidate. Supervisor/Coaches are invited to attend planned professional development workshops provided by the School of Education.

**“School Counseling Fieldwork Candidates”** means persons recommended by the University, who possess a valid certificate of clearance, current TB test, proof of liability insurance, have satisfied the Basic Skills requirement, satisfactorily completed pre-requisite courses and 100 practicum hours. Candidates are concurrently enrolled in a fieldwork support course during their fieldwork experience. Candidates will be under the supervision of a regularly paid Pupil Personnel Service (PPS) credentialed employee of the District (herein referred to as the site supervisor) and the instructor of the fieldwork support course. The fieldwork placement is coordinated by the District who selects a site supervisor who has a minimum of two years’ post-master’s experience related to the candidate’s fieldwork setting, and a minimum of one year at the site. Site supervisors work with candidates to establish goals, complete evaluations, and provide one hour of supervision each week of the fieldwork experience. A total of 800 clock hours of fieldwork are required to complete the PPS School Counseling credential. 600 hours must be completed in public Pre-K-12 settings, and up to 200 hours can be completed in non-public counseling settings. The 600 hours of public Pre-K-12 experience must be completed in a minimum of two different Pre-K-12 levels. The University reserves the right to issue or deny the PPS School Counseling credential at the completion of the student’s program. Either the District or the University may remove the counseling candidate for unsatisfactory performance.

**“Communication Sciences and Disorders Fieldwork/Interns”** means persons recommended by the University, possessing a certificate of clearance, who have been approved to engage in unpaid educational service experiences (evaluation, conferencing, therapy, etc.), under the supervision of a state credentialed and ASHA certified speech/language pathologist. An assignment of a student of the University to a placement in the Public School shall be at the discretion of the University, working cooperatively with the Public School. The assignment shall last for a designated period of time, typically, but not limited to a semester as agreed upon by the Department and the School District.

7. The assignment of a student of the University to pre-service fieldwork experiences in the District shall be deemed to be effective for the purposes of this Agreement as of the date the University presents to the proper authorities of the District a document effecting such assignment or through other procedures established and communicated by the District.

8. The University will be responsible for providing a University supervisor or person designated and employed by the University to direct, supervise, and evaluate the performance of students of the University engaged in pre-service fieldwork experiences. This person(s) will work cooperatively with those individuals in the District responsible for placement and direct supervision.
9. The University is obligated to maintain neutrality in the District's labor disputes, to ensure that all field experiences, including practice teaching, will be educationally valid, and to avoid placing its students in situations in which there is a risk of physical injury.
10. In the event of a labor dispute in the District, University students involved in field experiences shall report to the University until the University supervisor and director of fieldwork have assessed the situation.
11. During a labor dispute at a District field experience site, University faculty members who supervise students will visit the District's school site on a regular basis to observe, to meet with District personnel, and to determine whether the situation remains educationally valid and physically safe for field experience activity.
12. During disputes, if the situation is educationally valid and physically safe and the District teacher is present in his/her regular position, the University supervisor will allow the student the option of continuing to practice teach at that site or of terminating the assignment.

#### **C. FINANCIAL PROVISION**

1. It has been determined between the parties hereto that any payments to be made to the District or its employees under this Agreement do not exceed the actual cost to the District of the services rendered by the District.
2. Notwithstanding any other provisions of this Agreement, the University shall not be obligated by this Agreement to pay the District or its employees any amount in excess of the total sum set forth in financial provisions.
3. For student teachers assigned to schools in the District, the University shall tender to the District an honorarium of \$150.00 per seven-week period, to be paid at the end of the assignment. The District shall reimburse each supervisory master teacher/employee at rates specified herein.
4. For Counseling Fieldwork Candidates only, the University shall tender to the District a \$25.00 honorarium for each 50 hours, to be paid at the end of the assignment. Unless otherwise specified, the District shall reimburse each district supervisor/employee at the rates specified herein.
5. For Communication Sciences and Disorders Fieldwork/Interns only, the University shall tender to the District an honorarium of \$200.00 for each full-time supervisor for each full-time student of the University to be paid at the end of the assignment. The District shall reimburse each master teacher at rates specified herein.

6. Each party shall maintain all insurance coverages (e.g., Workers' Compensation insurance) necessary to comply with federal, state, or local requirements. Additionally, the parties agree to maintain general liability insurance coverage in amounts not less than One Million Dollars (\$1,000,000) per occurrence, Five Million Dollars (\$5,000,000) in the aggregate. Each party agrees to provide the other party, upon written request, with a certificate of insurance evidencing the required insurance coverage during the duration of this Agreement.

**D. ALTERATION DISCLAIMER**

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

**E. MUTUAL HOLD HARMLESS AND INDEMNIFICATION**

**THE UNIVERSITY OF REDLANDS** shall hold harmless, defend and indemnify **VISTA DEL MAR UNION SCHOOL DISTRICT** and its officers, employees, and agents from any and all losses, demands, claims, damages (including costs and attorney fees), or causes of action arising from any negligent or willful act of **THE UNIVERSITY OF REDLANDS**, its officers, employees, or student teachers incurred in the performance of this Agreement.

**VISTA DEL MAR UNION SCHOOL DISTRICT** shall hold harmless, defend and indemnify the **UNIVERSITY OF REDLANDS** and its officers, employees, and agents from any and all losses, demands, claims, damages (including costs and attorney fees), or causes of action arising from any negligent or willful act of **VISTA DEL MAR UNION SCHOOL DISTRICT** it's officers, employees, or student teachers incurred in the performance of this Agreement.

**F. NO EMPLOYER-EMPLOYEE RELATIONSHIP**

No relationship of employer and employee is created by this agreement. It is understood that the student shall have no claim under this agreement against the School District for vacation with pay, sick leave, retirement benefits, medical or dental insurance, worker's compensation benefits or social security contributions.

**G. OTHER AGREEMENT**

This Agreement replaces all previous agreements between the **UNIVERSITY OF REDLANDS** and the **VISTA DEL MAR UNION SCHOOL DISTRICT**. This Agreement may be extended or modified for subsequent periods of time with the written agreement of both parties.

The term of the Agreement shall be from is **1 July 2021 to 30 June 2023.**

**VISTA DEL MAR UNION SCHOOL DISTRICT**

**By** \_\_\_\_\_ **Date** \_\_\_\_\_

Signator \_\_\_\_\_

Signator's Title \_\_\_\_\_

**UNIVERSITY OF REDLANDS**

**By** \_\_\_\_\_ **Date** \_\_\_\_\_

Kathy Ogren, Ph.D.  
Provost