

Contractual Agreement Between Marshall University College of Education and Professional Development, the School District, and the Intern

A written contractual agreement is signed by Marshall University College of Education and Professional Development, the school district, and the intern. The contractual agreement specifies the time period for employment and the salary provided. Contractual agreements do not obligate the district to continue employing the intern beyond employment for internship, nor may any contractual agreement require the intern to remain in the employment of the school district beyond employment for the internship.

Hence, in the event that personal reasons or unsatisfactory performance necessitate termination of the internship experience, neither the intern nor the school district are obligated to maintain the employment relationship, and the contracted agreement can be terminated. The intern's signature on the agreement referenced above indicates that he/she understands that his/her employment will be discontinued at the time that the university terminates the internship experience. Employment by a school district for the internship does not include any provision for, or give an assurance of, continued employment once the internship is completed.

Final placement will be contingent upon signing the Memorandum of Agreement which ensures that the school district is committed to the internship as a training experience and that the training provided will be consistent with state and national standards, guidelines, and ethical principles of the profession. Once signed and the intern enrolls in SPSY 745, malpractice insurance is provided by the university. A mutual agreement between the university and cooperating school district is important and necessary to ensure that all parties responsible for the training experience are aware of, and have agreed to, the conditions and responsibilities that characterize the internship experience. If the initial internship agreement includes a supervising school psychologist employed within the internship district but the supervising school psychologist leaves the district before or during the internship, then the intern will have the option of selecting another school district in which to complete the internship.

Name of Intern: Darcy Abney

Memorandum of Agreement Between Marshall University College of Education and Professional Development

Powell County Schools
(School System)

This memorandum of agreement between the College of Education and Professional Development and the School Psychology Program at Marshall University and defines the general basis on which clinical and field-based experiences will be provided. Hereafter, the Powell County Schools will be referred to as "The School System" and "The College" will refer to the College of Education and Professional Development and the School Psychology Program.

The following are general agreements by the parties involved:

A. Responsibilities of the College:

- To designate a faculty member who will serve as the college supervisor and liaison between the School System and the College and be responsible for guiding interns in their experiences.
- To provide projected schedules of intern's time commitment to the School System prior to beginning the field experience.
- To provide information to the School System regarding policies and desired learning experiences as these relate to the experience.
- To hold interns responsible for keeping the appropriate personnel in the School System informed of plans and time commitments related to the experience.
- To function within established policies and procedures of the school system.
- Insure that the intern has met the requirements to be officially registered in the internship course and is thereby covered by malpractice insurance provided by the State Board of Risk Management.
- Agree to provide opportunities for the intern to meet the minimum number of 1200 clock hours required for the field experience.
- To provide field-based contacts each semester to meet with the intern and the field-based supervisor at least once per semester.

B. Responsibilities of the School System or Facility:

- To provide field experience sites for interns from Marshall University College of Education and Professional Development.
- To designate an on-site supervisor who is licensed or certified as a School Psychologist and to provide time for this supervisor to meet with the intern on a weekly basis (2 hours per week is required for a full-time experience). This individual should have no more than 2 interns under his or her supervision at any given time and should have at least 3 years of experience as a school psychologist.
- A commitment to the internship as a training experience as evidenced by provision of experiences appropriate to the attainment of the Internship learning objectives for interns including, but not limited to, those found on the Necessary Internship Experiences form.
- To allow the intern to participate in continuing professional development activities.
- To provide the intern with appropriate compensation which is to be negotiated directly between the intern and the district.
- To provide the intern with appropriate support and resources including office space, provision of adequate supplies and materials, access to office equipment and secretarial services as appropriate, and reimbursement for job-related travel and expenses that is consistent with district policies.
- To provide the following compensation for the intern:
Salary: \$6,243.65
Benefits: Health Insurance
Travel Reimbursement(mileage): State Rate
Continuing Education: _____
Other: _____

C. Responsibilities of the Intern:

- Submit weekly log of hours, approved by field supervisor, documenting the type of activity, the setting, and the number of hours and semester summary of hours. Logs are maintained electronically and submitted through Student Learning and Licensure (SLL).
- Register for and meet all the requirements of the Blackboard-based internship course. Make bi-monthly postings to online site.
- Meet with on-site supervisor on a weekly basis to review documentation of experience and to complete demonstration of experience and to complete demonstration of competency requirements.
- Seek additional supervision as needed from the on-site supervisor or the faculty supervisor as appropriate.
- Provide all documentation of field experience including logs, summaries, competency evaluation, and work samples prior to the reporting of the course grade.
- Attend meetings scheduled by the faculty supervisors
- Function within the established policies and procedures of the school system and in accordance with the ethical standards of the National Association of School Psychologists.

Unless terminated as hereinafter provided, this agreement is effective for the fiscal year ending June 30, _____. This agreement may be modified at any time upon the mutual written agreement of both parties, but no such modification shall be effective to extend the agreement beyond the end of the fiscal year in which such