

**INTERAGENCY AGREEMENT
FOR
PROVISION OF SERVICES**

THIS AGREEMENT is entered into this **First** day of **February 2024** between the Making Waves Academy (DISTRICT) and SAN FRANCISCO STATE UNIVERSITY (SFSU), a campus of the California State University, which is the State of California acting in a higher education capacity.

WHEREAS, DISTRICT desires to contract with SFSU to provide intern classes, supervision, and other services and benefits for Special Education intern teachers, and

WHEREAS, SFSU represents itself able and, for consideration, willing to perform the services as San Francisco State University.

NOW, THEREFORE, in consideration of the covenants and promises of the parties set forth in this Agreement, the parties hereto agree as follows:

1. Effective Date

The effective date of this Agreement is February 1, 2024.

2. Services

SFSU shall perform the services provided for in the attached Appendix A, “*Description of Services*” and DISTRICT shall perform the services provided for in the attached Appendix B, “*Description of Services*.”

3. Compensation

A. *Fees.* DISTRICT shall pay SFSU the sum of ONE THOUSAND DOLLARS (\$1,000.00) for each intern admitted to SFSU prior to Fall 2022 for the Services as stipulated in Appendix A.

B. *Fees.* District shall pay SFSU the sum of TWO THOUSAND DOLLARS (\$2,000) per each intern admitted to SFSU Fall 2022 and after for the Services stipulated in Appendix A.

C. *Payment.* Payment shall be made by DISTRICT at the end of each academic year upon presentation of an invoice by SFSU in accordance with the provisions set forth in Appendices A and B.

4. Term

The Term of this Agreement, subject to cancellation as set forth in Section 6, shall be from the effective date through February 28, 2027.

5. Standard of Performance

SFSU warrants that the Services shall be performed as expeditiously as possible, with the degree of skill and care that is required by current, good, and sound professional procedures and practices.

6. Termination

DISTRICT may cancel this Agreement for any reason upon thirty (30) days written notice to SFSU. In the event of cancellation, DISTRICT will pay SFSU for the Services performed up to the effective date of cancellation. Any reports or other written or recorded data and other deliverables prepared for DISTRICT prior to the effective date of such cancellation shall be promptly delivered to DISTRICT by SFSU.

7. Governing Law

This agreement shall be governed by the laws of the State of California.

8. Indemnification and Insurance

A. SFSU shall indemnify, defend, and hold harmless the DISTRICT, its Directors, officers, employees, agents, volunteers, and authorized representatives from and against any and all liability, loss, damage, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of SFSU's performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of SFSU, its officers, employees, agents, volunteers, or authorized representatives.

B. DISTRICT shall defend, indemnify and hold harmless the State of California, the trustees of the California State University, SFSU, their officers, employees, agents, volunteers and authorized representatives from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claim for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions

of DISTRICT, its Directors, officers, employees, agents, volunteers, or authorized representatives.

- C. The State of California has elected to be self-insured for its general liability, motor vehicle liability, worker's compensation and property exposures through an annual appropriation from the General Fund. As a State agency, the California State University, Office of the Chancellor, the Trustees, and its system of campuses are included in this self-insured program.
- D. The office of Risk Management in the Chancellor's Office administers the general liability, property and workers' compensation programs. The State Office of Risk and Insurance Management administers the motor vehicle liability program.
- E. Under this form of insurance, the State and its employees (as defined in Section 810.2 of the Government Code) are insured for any tort liability that may develop through carrying out official activities, including state official operations on non-state owned property. Should any claims arise by reason of such operations or under an official contract or license agreement, they should be referred to the State Board of Control, State of California, Tort Liability Section, 1515K Street, Sacramento, CA 95814. Any claims regarding property are to be referred to the California State University, Systemwide Risk Manager, 401 Golden Shore, 5th Floor, Long Beach, CA 90802-4210.

9. Non-Waiver

The waiver by either party of any breach of any term, covenant, or condition contained in this Agreement, or any default in their performance of any obligation under this Agreement shall not be deemed to be a waiver of any other breach or default of the same or any other term, covenant, condition, or obligation, nor shall any waiver of any incident of breach or default constitute a continuing waiver of same.

10. Enforceability

In the event that any of the provisions or portions of application of any of the provisions of this Agreement are held to be illegal or invalid by a court of competent jurisdiction, DISTRICT and SFSU shall negotiate an equitable adjustment in the provisions of this Agreement with a view toward effecting the purpose of this Agreement. The illegality or invalidity of any of the provisions, or portions of, or application of any of the provisions of this Agreement shall not affect the legality or enforceability of the remaining provisions, or portions of, or application of any of the provisions of any of the provisions of this Agreement.

11. Integration

This Agreement contains the entire agreement and understanding between the parties as to the subject matter of this Agreement. It merges and supersedes all prior or contemporaneous agreements, commitments, representation, writings, and discussions between SFSU and DISTRICT, whether oral or written.

12. Successors and Assigns

DISTRICT and SFSU, respectively, bind themselves, their successors, assigns, and legal representatives. SFSU shall not assign or transfer any interest in this Agreement without DISTRICT's prior written consent, which consent shall be in DISTRICT's sole discretion. Any attempted assignment or transfer in breach of this provision shall be void.

13. Notices

All not notices required hereunder shall be in writing and mailed postage prepaid by certified or registered mail, return receipt requested, or by personal or electronic delivery to the parties' representatives at the address as shown below, or such other places as DISTRICT or SFSU may, from time to time, respectively, designate in a written notice given to the other. Notice shall be deemed received three (3) days after the date of the mailing thereof or immediately upon delivery in person by e-mail or facsimile.

| DISTRICT | SFSU |
|--|--|
| Please enter name of individual authorized to sign the agreement | Deanna Tam Business Operations – Procurement/Support Services Buyer III 1600 Holloway Ave., Corp Yard 140 San Francisco State University San Francisco, CA 94132 |

14. Appendices

Appendices A, B and C are attached hereto and incorporated herein by reference thereto.

15. Dispute Resolution

Any dispute arising under the terms of this Agreement which is not resolved within a reasonable period of time by authorized representatives of the DISTRICT and SFSU shall be brought to the attention of the County Office of Education (or designated representative) and the Chief Business Officer (or designee) of the CSU for joint resolution. At the request of either party, the CSU shall provide a forum for discussion of the disputed item(s), at which time the Vice Chancellor, Business and Finance (or designated representative) of the CSU shall be available to assist in the resolution by providing advice to both parties regarding the CSU contracting policies and procedures. If resolution of the dispute through these means is pursued without success, either party may seek resolution employing whatever remedies exist in law or equity beyond this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement in one (1) or more copies as of the date and year first above written.

XXXXXX

SAN FRANCISCO STATE UNIVERSITY

BY: _____

Authorized Signature

Name

Title

Date

BY: _____

Authorized Signature

Deanna Tam
Name

Business Operations – Procurement/Support
Services
Buyer III

Title

Date

Appendix A

Memorandum of Agreement and Description of Services

San Francisco State University agrees to the following conditions and services that apply to Interns who are or will be admitted to the Education Specialist Credential Program through the Department of Special Education at San Francisco State University and will be serving their Special Education Internship in the DISTRICT. Interns nominated by either SFSU or DISTRICT shall be mutually acceptable to both SFSU and DISTRICT, and shall be subject to a mutually acceptable placement within the DISTRICT.

San Francisco State University agrees that:

1. Each Intern shall have passed the California Educational Basic Skill Test (CBEST), and shall have passed the subject matter requirement (e.g., CSET/Multiple or Single Subjects Tests or Liberal Studies Waiver) prior to assuming Intern services or responsibilities.
2. Each Intern shall possess a B.A. Degree, documented by official transcripts with a minimum overall GPA of 3.0 in last 60 units.
3. Each Intern shall have a minimum of 120 hours of verified preservice coursework as well as 45 hours of experience with students, including those who are English Language Learners in educational settings.
4. Each Intern shall have passed U.S. Constitution coursework or examination.
5. Each Intern shall be provided adequate supervision, advice, encouragement and support, as appropriate, by San Francisco State University personnel, including but not limited to the College faculty and the College field supervisor.
6. Each Intern, admitted to the Department of Special Education at SFSU prior to Fall 2022, shall receive Support and mentoring for at least 180 hours each year per the following:
 - a. 45 hours of mentoring in an intern support seminar (SPED 701) the first semester
 - b. 180 hours of seminars each academic year prior to Student Teaching
 - c. 15 hours of supervision and 20 hours of seminars (SPED 730 and SPED 723, 726 or 729) the last semester
7. Each Intern, admitted to the Department of Special Education at SFSU Fall 2022 and after shall receive the same amount of support listed in #6 above. In addition, interns admitted to the Department of Special Education at SFSU Fall 2022 and after will receive from the SFSU Supervisors a minimum of 6 observations every semester that the intern is enrolled in the credential program. The observations can be in person or with the use of synchronous video or video capture.
8. Program coordination needed will be provided to manage the intern application and training process to ensure timely completion of credential coursework and filing for intern and preliminary credentials with the Commission on Teacher Credentialing.

9. SFSU will invoice District at the end of each academic year at the rate of ONE THOUSAND Dollars (\$1,000.00) as a fee for each intern admitted to SFSU prior to Fall 2022.
10. SFSU will invoice District at the end of each academic year at the rate of TWO THOUSAND Dollars (\$2,000.00) as a fee for each intern admitted to SFSU Fall 2022 and after.

Appendix B

Memorandum of Agreement and Description of Services

DISTRICT agrees to the following conditions and services that apply to Interns who are or will be admitted to the Education Specialist Credential Program through the Department of Special Education at SFSU and will be serving their Special Education Internship in the DISTRICT. Interns nominated by either SFSU or DISTRICT shall be mutually acceptable to both SFSU and DISTRICT, and shall be subject to a mutually acceptable placement within the DISTRICT.

DISTRICT agrees that:

1. Prior to the start of the Intern's teaching responsibilities, a District Support Provider will be identified and assigned to support the intern.
2. The District Support Provider has a Clear or Life Credential that matches the Intern's credential, has three years of successful teaching experience and English Learner Authorization.
3. A mentor with English Learner Authorization is immediately available to assist the Intern with instruction for English. The mentor can be the District Support Provider.
4. A plan that identifies the intern's current needs be developed, and the plan should prioritize the areas needing support, define type of support to be provided, and schedule of contacts between the Intern and District Support Provider.
5. The District Support Provider will provide support to Interns a minimum of 5 hours a week. Examples of support include but are not limited to content specific coaching, new teacher orientation, curriculum planning, and test results discussion.
6. The District Support Provider will approve the Support and Supervision Record Form completed by the Intern each semester. The form is to be submitted by the Intern to the Department of Special Education at SFSU at the end of every semester.
7. Interns will be released from instruction on a limited basis, as needed, to observe other credentialed teachers, meet with DISTRICT support provider, arrive on time at classes at SFSU, and complete field work assignments for the courses.
8. DISTRICT will report interns annually to the California Commission on Teacher Credentialing (CTC) during the annual intern census.
9. DISTRICT will reimburse SFSU at the end of each academic year in the month of June, or earlier, at the rate of ONE THOUSAND DOLLARS (\$1,000.00) for each intern, admitted prior to Fall 2022, served during the current academic year under this agreement.

10. DISTRICT will reimburse SFSU at the end of each academic year in the month of June, or earlier, at the rate of TWO THOUSAND DOLLARS (\$2,000.00) for each intern, admitted Fall 2022 and after, served during the current academic year under this agreement

Appendix C

COVID-19 Representation

DISTRICT is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as “COVID-19”. DISTRICT is familiar with and informed about the Centers for Disease Control and Prevention (“CDC”) current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19. DISTRICT, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, DISTRICT will take steps to comply with the modified, changed or updated guidelines or directives.

If at any time DISTRICT becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify UNIVERSITY of that fact.



**Guidance on Clinical Practice and Supervision
of Preliminary Education Specialist
Teaching Candidates**

(effective summer/fall 2022)

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Introduction

The Commission's [2018 adopted standards](#) for Preliminary Education Specialist teacher preparation programs set forth the expectations for programs to provide candidates with appropriate supervised clinical practice. These standards and accompanying Teaching Performance Expectations (TPEs) go into effect summer/fall 2022. In adopting the program standards related to supervised clinical practice, the Commission signals the critical role that a high quality and extensive clinical practice experience plays in preparing effective educators. The standards related to clinical practice are at times specific and directive, while also allowing for flexibility for institutions to design experiences that work well for their candidates and the populations they serve. This guidance clarifies various aspects of the standards pertaining to clinical practice for all Education Specialist programs that offer teacher preparation. It is intended to assist programs in structuring a high-quality clinical practice experience but does not substitute for or supersede the program standards themselves.

An important note in understanding the program standards: In many places, the program standards reference "all students." Because the credential authorizes service in any public school in California, it is critical that candidates are prepared to meet the needs of the full range of learners. The following information is provided in the Teaching Performance Expectations (TPEs) and should guide the understanding of the program standards:

"Throughout this set of TPEs, reference is made to "all students" or "all TK–12 students". This phrase is intended as a widely inclusive term that references all students attending public schools. Students may exhibit a wide range of learning and behavioral characteristics, as well as disabilities, dyslexia, intellectual or academic advancement, and differences based on ethnicity, race, socioeconomic status, gender, gender identity, sexual orientation, language, religion, and/or geographic origin. The range of students in California public schools also includes students whose first language is English, English learners, and Standard English learners."

I. General Guidance

A. Goals of Clinical Practice and Supervision

All teacher preparation programs, regardless of pathway, are required to provide clinical practice hours for candidates throughout their educator preparation programs. Clinical practice experiences are intentionally designed by the program in such a way that candidates learn from experienced educators, are evaluated against the TPEs, and have the support and guidance they need to become effective educators.

B. Responsibilities of the Institution to Meet Standards

The onus of responsibility falls to each approved program to ensure (1) that all candidates are provided with the clinical practice requirements and (2) that all candidates are receiving proper supervision and guidance from program and district-employed supervisors throughout their clinical practice.

The expectation is that all programs will meet the specific clinical practice and supervision requirements as included in the [program standards](#). However, in some limited instances the program may decide to address the standard in a unique way that the institution believes may more appropriately meet the needs of their specific candidates. In such an instance, the program must provide justification for this

variance and provide evidence that the goals of clinical practice and proper supervision and guidance are still being met.

During Program Review and the Accreditation Site Visit, the Board of Institutional Review (BIR) will review records, policy documents, and conduct interviews to verify that the standards are being fully met. Given the information provided by the institution and the evidence reviewed, the accreditation reviewers will make a determination as to whether the standards are met.

C. Record Keeping

Institutions are required to maintain records verifying candidate clinical experiences. Each institution will decide the most appropriate way to keep track of the documentation to demonstrate that the program is meeting the clinical practice and supervision requirements. Because Program Review submissions must include documentation of individual candidate placements, institutions are encouraged to review [Program Review Instructions](#) and design their record keeping in such a way as to meet those requirements. While staff does not anticipate collecting and examining individual records, these records may be requested during a site visit to ensure that an institutional process is in place to monitor that required clinical practice and supervision is taking place for each candidate.

II. Clinical Practice Experiences

A. Progression of Clinical Practice Experience

Program Standard 3 Language: [“Clinical Practice is a developmental and sequential set of activities...”](#)

1. It is the expectation of the Commission that fieldwork experiences evolve over the course of the program, increasing in responsibility as the candidate moves closer to completion of the preparation program and licensure. Clinical experience can encompass a wide variety of activities that range from guided observations of veteran teachers modeling good practice in instruction, to beginning practice using various teaching strategies in diverse settings, to assuming full responsibility for students in the classroom, and demonstrating pedagogical competence.

B. Activities Appropriate for Meeting the 600 hours of Clinical Practice and Other Requirements

Program Standard 3 language: [“Clinical Practice...must consist of a minimum of 600 hours of clinical practice across the arc of the program.”](#)

Clinical practice experience with proper supervision provides all candidates, regardless of pathway, with the opportunity to practice the knowledge and skills required by the credential and included in the TPEs.

1. The 600 hours of supervised clinical practice is required of all candidates, regardless of pathway and occur throughout each candidate’s preparation program (“across the arc of the program”).
2. Of the 600 hours, at least 200 hours of supervised early field work that includes purposeful, planned interactions, guided observations and initial student teaching (e.g., coplanning and co-teaching, or guided teaching) must be provided to candidates in general education **and** special education settings prior to final student teaching.
3. Candidates seeking both general education and Education Specialist credentials are encouraged to extend clinical practice for an additional 150 hours and should work closely with their programs to

ensure that clinical practice experiences meet all required competencies for both credential programs.

4. The minimum time requirement (400 hours) for final student teaching in the desired credential area is to ensure that the candidate experiences the full range of instruction rather than sporadic lesson delivery. During this time, the candidate should be fully responsible for: planning lessons based on the students in their classroom, delivering the lessons, monitoring student progress toward achieving the academic goals included in the lessons, informal and formal assessment of students, and reflection of their teaching practice. The clinical practice opportunities may include those that are intentionally selected or designed by the program, occur in placements that are selected or approved by the program, and are for the purpose of helping candidates understand the link between specific objectives in coursework and teaching practice. For interns, early field experience would take place in experienced mentor classrooms in both general education and special education settings.
5. Since portions of the Teaching Performance Assessment (TPA) will be completed during the final student teaching experience, the program should design clinical practice experiences with that goal in mind.
6. Examples of appropriate activities that may be included in the 600 clinical practice hours include:
 - Guided and supervised teaching including whole class instruction, small groups, and other direct contact with students, including final student teaching
 - Co-planning time, with veteran practitioners for lessons that the candidate will deliver,
 - Working with veteran practitioners, grading, and analyzing student work, reflecting on lessons, and planning for the needs of individual students
 - Time working with professional learning communities, grade level and department meetings.
7. Candidate observations of classroom teaching may or may not qualify toward the 200 hours of supervised early field work. Only those that are intentionally designed by the program, occur in placements that are selected or approved by the program, and are for the purpose of helping candidates understand the link between specific objectives in coursework and teaching practice may qualify as part of the 200 hours.
8. Among activities that should not be included in the 600 hours are general lesson planning done independently by the candidate, or hours spent supervising extracurricular activities. In addition, mock instruction or observation of fellow candidates (and without birth-22 students) as part of a course would not qualify as part of the required 600 hours.

III. Clinical Practice Placements

General Information

Placements must be intentionally selected to provide the candidate with opportunities to practice and acquire the knowledge and skills included in the TPEs with the range of experience that reflects the diversity of age and grade level, the range of federal disability categories, and the continuum of special education services.

Clinical Practice experiences must be under the guidance and supervision of a district employed supervisor/master teacher, veteran practitioner, program supervisor and/or course instructor. Hours of

instruction by a candidate in a classroom where the district employed supervisor/master teacher is not present may qualify toward the 600 hours of supervised early field work in general and special education settings, as long as these hours of instruction are prepared with and guided by one or more designated supervisors selected and approved by the program for the purpose of supervision (Co-teacher, mentor, university supervisor, faculty, etc.) and are followed by designated time for reflection. This guidance and supervision may occur in person or via technology assisted communication.

A. Diversity in All Placements (Student Population)

1. In all clinical practice placements, candidates should have significant exposure to school settings that reflect the full diversity of California public schools.
2. Prior to placing student teaching candidates, programs should review the demographics of the school to ensure a “diverse school setting” that reflects California’s public schools. The TPEs provide a valuable definition of [“all students”](#) that should be used by programs in making this determination. Programs must ensure that the placement is a diverse school setting relative to all the following, and may be required to provide evidence at the time of the site visit:
 - a. race, ethnicity of the students
 - b. number of students from families below the federal poverty level, number or percentage of students on scholarship, tuition assistance, or other proxy that demonstrates that the school serves students from families in lower socio- economic income ranges.
 - c. languages spoken by the students, including English learners.
 - d. the inclusiveness of the school for students with disabilities and the process for students to receive additional services, i.e. student study team and individualized education program processes

B. Curriculum in All Placements

Program Standard 3 language: [“Curriculum that is aligned with California’s adopted content standards and frameworks”](#)

1. Prior to placing student teaching candidates in schools, the program must review the curriculum to ensure that it is equivalent to California’s adopted content standards and curriculum. It is the responsibility of the program to provide evidence of compliance if requested at the time of the site visit.
2. In placements where the school is not explicitly aligned with California’s adopted content standards and frameworks, the program must demonstrate how the placement meets the goal and intent of the standard in preparing candidates to be competent with the curriculum taught in public schools in California.

C. Diversity in Private School Placements

Program Standard 3 language: [“Candidates who are working in private schools and seeking a credential are required to complete a substantive clinical experience of at least 150 hours in a diverse school setting where the curriculum aligns with California’s adopted content standards and frameworks and the school reflects the diversity of California’s student populations.”](#)

1. Prior to placing student teaching candidates in private schools, the program must review the demographics of the school to ensure a “diverse school setting” that reflects California’s public schools. The TPEs provide a valuable definition of [“all students”](#) that should be used by programs in making this determination. It is the onus of the program to provide evidence that the school is a diverse school setting relative to all the following:
 - a. race, ethnicity of the students
 - b. number of students from families below the federal poverty level, number or percentage of students on scholarship, tuition assistance, or other proxy that demonstrates that the school serves students from families in lower socio- economic income ranges.
 - c. languages spoken by the students, including English learners.
 - d. the inclusiveness of the school for students with disabilities and the process for students to receive additional services, i.e. student study team and individualized education program processes
2. All candidates, including those placed in private schools, must complete 600 hours of supervised clinical practice. Of these 600 hours, the standards state that candidates working in private schools must complete at least 150 hours in diverse school settings.

D. Additional Requirements for Clinical Practice Specific to Intern Teachers

1. The California Education Code does not authorize placement of interns at private schools.
2. Interns working toward an Education Specialist teaching credential may be placed in [State Special Schools](#) or [Nonpublic Schools](#). These are schools that the California Department of Education (CDE) has approved for placement of public-school students who need special services. It will be important that the setting meets Program Standard 3C “Criteria for School Placements” which states that sites should demonstrate placement of students with disabilities in the Least Restrictive Environment (LRE), provide support for dual language learners with disabilities, and offer the opportunity for candidates to interact with different age groups in both general and special education settings reflecting the continuum of placement options.
3. For Education Specialist candidates, the 200 hours of supervised early fieldwork must be completed prior to the intern’s last semester of teaching while in the credential program. The portion of the 120 preservice hours that are fieldwork may be considered as part of the hours of supervised early fieldwork should they meet the criteria of being supervised or guided, meaning that there is a clear intent and purpose for the candidate when engaging in the prescribed fieldwork. In addition, it is important to include exposure and experience in both general and special education settings.
4. Online schools, independent study programs, and home schools are not prohibited as placements for interns, but their programs must clearly demonstrate that the candidate is receiving all the diverse experiences that a teacher in a more traditional classroom may encounter. When candidates are teaching at online schools, independent study programs, or home schools the required experience may be difficult and, in some cases, impossible to achieve. Programs must consider if the employment setting is appropriate for learning to teach and if the program will be able to ensure that the intern is able to get the significant experiences required to complete their TPA and to show mastery of all the TPEs. This includes the ability to teach whole groups of students. The Commission understands that during times of teacher shortage, there may be pressure on programs regarding intern placements. However, decisions regarding fieldwork placements,

including placements as teacher of record, are the responsibility of the program, not the candidate nor the employer.

IV. Support and Supervision

A. Program Supervisor Observation Requirements

Program Standard 3 language: [“The minimal amount of program supervision involving formal evaluation of each candidate must be 4 times per quarter or 6 times per semester.”](#)

1. At the April 2017 Commission meeting, the Commission confirmed that all candidates need to be properly supervised until they have completed all credential requirements and hold a preliminary teaching credential. The goal of this requirement is to ensure that all candidates, regardless of pathway, are provided with adequate supervision and evaluation from their program supervisor throughout their clinical practice experience.
2. The formal evaluation requirement of 4 times per quarter or 6 times per semester can be interpreted to be approximately every 3 weeks.
3. If a program elects to supervise candidates using a different model of frequency of observations and can justify that it better meets the needs of the candidate, it is acceptable. However, it is the onus of the program to demonstrate that over the course of the program, at least the equivalent amount of supervision is achieved. The accreditation review team will make a determination as to whether this part of the standards is being met.

For example, a 2-year program may decide to complete 8 program supervisor observations per semester in the first year and 4 in the second, which would lead to an average of 6 times per semester. This may meet the goal and intent of the standard if the program can provide a valid justification for this practice and can provide outcomes data that demonstrates that their candidates are successful with this program design.

B. District-employed Supervisor Support Requirements

Program Standard 3 language: [“The minimum amount of district-employed supervisors’ support and guidance must be 5 hours per week”](#)

1. The 5 hours per week of district-employed supervisor support and guidance time is only required during the period that the candidate is assigned a specific mentor/master teacher. They are not required during early field experiences or at other times during which the candidate does not have an assigned district employed supervisor/master teacher.
2. Support and guidance may include a variety of activities, including lesson-modeling; observation and coaching; co-planning and feedback on lesson planning; problem-solving regarding: instruction, classroom management, student access to curriculum, and other student-related issues; grade-level meetings, and email and phone conversations with a district-employed supervisor.
3. The goal of this standard is to ensure that all candidates, regardless of pathway, are properly supported and supervised during their clinical practice. The expectation is that every program will satisfy this requirement as written. However, if a program elects to satisfy the goal of this standard in a way that they believe better meets the needs of their candidates, it is the onus of the program to demonstrate that the goal is still met.

For example, if a district-employed supervisor were to provide 10 hours of support per week during the first weeks of placement and 2 hours of support per week in the final weeks of placement, the average for the term could be greater than 5 hours per week. This may satisfy the goal of the standard were the program to provide a valid justification for this practice.

4. For intern candidates, support, and supervision (144 hours of general support and 45 hours of EL support) is a shared responsibility between the program and the employer. Hours spent with a district-employed supervisor to satisfy the intern annual requirements may qualify towards meeting this 5 hours/week requirement.

C. Supervision and Support Requirements Specific to Intern Candidates

1. According to the [preconditions](#), intern candidates must receive a minimum of 144 hours per year of general support and 45 hours per year of EL support. These hours may be supervised by the program or the district-employed supervisor.
2. The program supervisor for intern candidates must also provide a minimum of 4 per quarter or 6 per semester observations with formal evaluation. These observations must continue each quarter or semester that the candidate is enrolled in their preparation program.
3. As with all candidates, hours of instruction by a candidate in a classroom where the district employed supervisor/master teacher is not present can qualify toward the 600 hours as long as these hours of instruction are prepared with and guided by one or more designated supervisors selected and approved by the program for the purpose of supervision (Co-teacher, mentor, university supervisor, faculty, etc.) and are followed by designated time for reflection.

D. Capturing Evidence of Observations

Program Standard 3 language: [“Clinical supervision may include an in-person site visit, video capture or synchronous video observation, but it must be archived either by annotated video or scripted observations and evaluated based on the TPEs...”](#)

1. The new standards require that there be a means by which the program documents clinical supervision, either in person (e.g. supervision notes), through synchronous video, or video capture. The instruction is assessed against the adopted TPEs and generates data. The data is used not only to assist the individual candidate but is also examined across the program to understand where program improvements are needed.
2. The video evidence of the observation does not need to be archived for any length of time beyond that which is needed for the supervisor to observe and evaluate the teaching performance. However, evidence of the annotations and feedback from the observation should be archived for at least 2-3 years to make this evidence available during the accreditation cycle.

E. Requirements Pertaining to the Qualification of the Site Administrator

Program Standard 3 language: [“Clinical sites should also have a fully qualified site administrator.”](#)

1. A qualified administrator holds a preliminary administrative credential. If the designated administrator at a particular school placement does not possess a preliminary administrative

credential the program must provide justification as to how the administrator is nevertheless qualified. If the program is not able to provide this justification, then it is not appropriate to place candidates at that site.

Appendix A

Preliminary Education Specialist Teaching Credential Program Standards Standards Adopted *August 2018, effective summer/fall 2022*

Standard 3: Clinical Practice

A. Organization of Clinical Practice Experiences

The program ensures that candidates have planned experiences and/or interactions that reflect the full diversity of grades/ages, federal disability categories and the continuum of special education services outlined in the specific credential authorization. The experiences are planned from the beginning of the program to include experiences in general education, experiences with parents and families, and experiences with a broad range of service delivery options leading to an extended culminating placement in which the candidate works toward assuming full responsibility for the provision of services in the specific credential authorization. Experiences are of sufficient duration for the candidate to demonstrate the teaching performance expectations for Education Specialist teachers. The culminating placement may be in any school, agency or program as defined in Education Code Sections 56031, 56360, and 56361 for the purpose of providing special education services. Fieldwork/Clinical experiences are designed to provide candidates with a developmental set of activities integrated with coursework that extend the candidate's learning through application of theory to practice with students in California's education settings.

Fieldwork provides opportunities for candidates to observe a variety of classrooms and settings and to select focus students for deeper observational study, including students who are dual language learners and who may (a) exhibit typical behavior; (b) exhibit atypical behavior; and (c) have other types of special learning needs. Fieldwork also provides opportunities for candidates to observe teachers using productive routines and effective transitions for students' academic and socio-emotional growth and development. Candidates are provided with opportunities to review the curriculum and to further develop pedagogical knowledge of high leverage practices in subject matter areas, including early language and literacy for first and second language learners, mathematics, science, technology, engineering, social studies, and arts as appropriate. Candidates can observe the administration of a range of assessments. Candidates are also able to observe how personnel organize and supervise the work of other adults in inclusive and specialized education settings.

Clinical practice is a developmental and sequential set of activities integrated with theoretical and pedagogical coursework and must consist of a minimum of 600 hours of clinical practice across the arc of the program. At least 200 hours of supervised early field work that includes guided observations and initial student teaching (e.g., co-planning and co-teaching, or guided teaching) must be provided to candidates in general education and special education settings prior to final student teaching. Final student teaching shall consist of (400 hours) in the desired credential area. For interns, early field experience would take place in experienced mentor classrooms in both general education and special education settings. Candidates must have a range of experience that reflects the diversity of age and grade levels, the range of federal

disability categories, and the continuum of special education services. Candidates should have experiences with a range of diverse students and families reflective of the demographics of California.

Dual credential programs leading to both a general and a special education credential are required to have substantive experiences in general education, inclusive, and special education settings within the 600 hours, and are encouraged to extend clinical practice for an additional 150 hours.

Candidates who are working in private schools and seeking a credential are required to complete a substantive clinical experience of at least 150 hours in a diverse school setting where the curriculum aligns with California's adopted content standards and frameworks and the school reflects the diversity of California's student population.

The program provides initial orientation for preparation program supervisors and district-employed supervisors of clinical practice experiences to ensure all supervisors understand their role and expectations. The minimal amount of program supervision involving formal evaluation of each candidate must be 4 times per quarter or 6 times per semester. The minimum amount of district-employed supervisors' support and guidance must be 5 hours per week.

Clinical supervision may include an in-person site visit, video capture or synchronous video observation, but it must be archived either by annotated video or scripted observations and evaluated based on the TPEs, that produce data that can be aggregated and disaggregated.

B. Preparation of Faculty and/or Site Supervisors and/or Program Directors

The program selects individuals who are credentialed or who have equivalent experience in educator preparation. Supervisors should be experts in the education specialist instructional area of the candidate being supervised and should have recent professional experience in school settings where the curriculum aligns with California's adopted content standards and frameworks and the school reflects the diversity of California's student population. The program provides supervisors with an orientation to the program's expectations and ensures that supervisors are knowledgeable about the program curriculum and assessments, including the TPEs and TPA model chosen by the program. In addition, program supervisors maintain current knowledge of effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices for teachers in whose classrooms or settings candidate experiences will take place to ensure that all supervisors of fieldwork/clinical practice experiences and all cooperating education specialist teachers understand their roles and expectations.

C. Criteria for School Placements

Sites selected for candidate experiences should demonstrate commitment to developmentally and culturally appropriate practices as well as to collaborative relationships with families. In addition, these sites should also demonstrate placement of students with disabilities in the Least Restrictive Environment (LRE), provide support for dual language learners with disabilities, and offer the opportunity for candidates to interact with different age groups in both general and special education settings reflecting the continuum of placement options. They should also reflect to the extent possible socioeconomic, linguistic, and cultural diversity, and permit video capture for candidate reflection. Sites

selected should have a fully qualified master/mentor teacher with an appropriate credential and a fully qualified site administrator.

D. Criteria for the Selection of District Employed Supervisors *(also, may be known as the cooperating teacher, master teacher or on-site mentor)*

The program should select district supervisors who hold a Clear Education Specialist Credential for which they are providing supervision and having a minimum of three years of birth through age 22 teaching experience. The district-employed supervisor must have demonstrated exemplary teaching practices as determined by the employer and the preparation program. The matching of candidate and district-employed supervisor must be a collaborative process between the school district and the program.

The program provides district-employed supervisors a minimum of 10 hours of initial orientation to the program curriculum, adult learning theory, and current content specific pedagogical and instructional practices, as well as to effective supervision approaches such as cognitive coaching. To facilitate district-employed supervisors meeting program expectations, the program ensures that district-employed supervisors remain current in the knowledge and skills necessary for effective candidate supervision.

The full text of these Standards can be accessed here: https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/education-specialist-standards-pdf.pdf?sfvrsn=729750b1_30

Appendix B

Preconditions for Intern Programs – Preliminary Education Specialist

(5) Supervision of Interns. (a) In all internship programs, the participating institutions in partnership with employing districts shall provide 144 hours of support and supervision annually and 45 hours of support and supervision specific to teaching English learners pursuant to California Code of Regulations §80033.

The full text of these Preconditions can be accessed here: https://www.ctc.ca.gov/docs/default-source/educator-prep/standards/eppsp-internship-prog.pdf?sfvrsn=5f1b370b_0