

MEMORANDUM OF UNDERSTANDING/AFFILIATION AGREEMENT

*And Request for Intern Placement for Elizabeth Carrasco Sarabia*

between

Ector County School District

*and*

University of Southwest (USW)

College of Education

Hobbs, New Mexico

This letter and Memorandum of Understanding (MOU) serves as a facilitating document toward a partnership between Ector County School District and the USW College of Education (COE) for School Counseling Practicum and/or Internship Placement for Elizabeth Carrasco Sarabia.

The University of the Southwest's (USW) School Counseling Program has been ranked number four in the nation by *The Best Colleges* website. The University is also accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. The undergraduate and graduate programs for USW's College of Education (COE) are also accredited by the New Mexico Public Education Department, which follows NCATE Standards. The COE is particularly distinguished for its teacher preparation program and the Master of Science in Education degree.

USW is "a Christ-centered educational community dedicated to developing men and women for a lifetime of servant leadership by emphasizing individual faith, responsibility, and initiative." The USW and COE provide a diverse educational program. The COE faculty and students are actively involved in field-based and clinical experiences ranging from classroom observations to internships. The faculty's teaching activities, which are competency- and research-based, and their areas of content and pedagogical expertise, are equally diverse, including educating both traditional and nontraditional students, who are enrolled in graduate and professional degree programs.

Long Term Objectives:

- To formally establish a collaboration between the professionals at Ector County School District and the faculty of the School of Education at University of the Southwest.
- To build a partnership that benefits students in the Ector County School District by receiving educational services provided by well- prepared USW undergraduate and/or graduate Interns.

Collaborative Partnership Proposal:

The USW College of Education (COE) is requesting a one-year partnership with Ector County School District in order to initiate a variety of formal and informal efforts that can lead to a mutually-beneficial partnership and to building collaborative efforts. The USW COE administration and

faculty requests a short-term (one calendar year) working relationship with Ector County School District for School Counseling.

By formalizing this relationship, initially through this memorandum of understanding and, once all aspects of this collaborative relationship are agreed upon, more formally through any additional signed addendum, the dean of the School of Education at USW hopes to establish a basis for any future contacts and proposed collaborations.

In order to support the development of a continuing partnership, both institutions may agree to have a review of progress after the first calendar year. If the partnership proves to be mutually beneficial, discussions could begin for developing a long-term agreement, which could be renewed every five years or as deemed appropriate.

#### USW's Institutional Role:

Additional collaborative activities/projects for School Counseling are outlined in the appendixes to this MOU. Implementation of such collaborations will require review and mutual agreement of both parties. Furthermore, there are no financial responsibilities associated with the proposed partnership. The only staff support needed will be a current Ector County School District site supervisor for the School Counseling intern. Any additional or future collaborations or projects may require additional review by Ector County School District and USW-COE leadership and a new signed addendum to this Memorandum of Understanding.

WHEREAS, this agreement states USW wishes to provide its students with internship experiences as part of the completion of their respective academic program.

The parties agree to the following:

#### I. Definitions:

The following definitions shall apply to this Agreement

A. *Intern* shall refer to a student enrolled in the University's School Counseling program who needs experience to complete his /her degree.

B. *Clinical Supervisor* is that person who, as a faculty member of the University, shall be designated by the University to monitor the clinical progress of the Intern during the course and scope of the internship assignment.

C. *Student Internship* shall refer the active participation by an Intern in the day-to-day duties and responsibilities at the school under the direct supervision of a Site Supervisor.

## II. General Provisions:

A. The selection of a Supervisor shall be undertaken and determined by the school director where the Intern shall be assigned.

B. Interns recommended for review by the University shall be subject to appropriate District academic and criminal background screening requirements before commencing. This shall include, if need be, the completion of an on-line application and liability insurance. This includes, but is not limited to, fingerprinting, background checks, TB testing, and/or clearance by the National Sex Offender Registry.

C. Interns may be compensated by the facility as deemed appropriate. If they are not employed by the school district; they will not be eligible for any fringe benefits or statutory rights attendant to employees.

## III. District Responsibilities:

A. The School District shall provide each participating Intern with experience in the school counseling setting. This shall be done under the direction of a Cooperating Supervisor who shall work with the Intern.

B. The Cooperating Supervisor shall be provided with the opportunity to consult with the school's faculty on an ongoing basis in order to evaluate the Interns work performance and progress.

C. The School District may refuse to accept, or may terminate, any Intern assigned to the setting based upon a good faith determination that the Intern is not meeting performance and professional standards and expectations or is deemed otherwise unfit to commence or continue administration in the classroom or school setting.

D. Professional dispensation, including videotaping, is to be used for internal purposes only. If videotaping is not permitted by Ector County School District the site supervisor may provide feedback to the University Supervisor.

## IV. University Responsibilities:

A. The University shall be responsible for monitoring and evaluating individual Intern progress as well as curriculum planning, admission, administration, matriculation requirements, and other issues required by its academic program.

B. The University shall appoint a Supervisor who may observe Interns in their setting. The University shall be responsible for the overall final evaluation of the Intern for his/her academic program upon receipt and review of the Supervisor's evaluative reports and feedback.

C. The University shall require the Intern to provide proof of professional liability insurance as part of a membership with an appropriate professional organization. The Intern must provide this proof to the University before beginning Practicum/Internship/Intern Teaching and the University will keep a copy of this proof on file in the student's COE record. The Intern should be able to provide Ector County School District (school/district) with a copy of this coverage upon request.

D. The University does not furnish workers' compensation insurance for Interns. It is understood that the Intern is not an employee of Ector County School District. The University shall indemnify and hold Ector County School District harmless from any and all claims, demands, causes of action and/or damages arising out of the negligent or willful acts of the given Intern during the course and scope of his/her assignment.

Final Provisions:

A. This Agreement shall become effective on the date hereof and shall continue for the remainder of the school year. It shall be renewed upon mutual agreement of the parties for the next school year unless otherwise terminated.

B. The District acknowledges that the education records of Interns assigned to the district are protected by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 123g, The Parties agree to comply with the requirements of FERPA and its implementing regulations at 34 C.F.R Part 99 and to protect the privacy of educational records concerning any Intern assigned to the District under this Agreement.

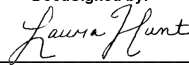
C. The parties hereto may terminate this Agreement upon ninety (90) day advance written notice to one another.

Signatures: Only the authorized agents listed below may make changes to this MOU and future addendum provided if necessary.

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\_\_\_\_\_

Date \_\_\_\_\_

DocuSigned by:  
  
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USW – Dean, College of Education

Date 8/25/2022