

**Washington State University-School District
Principal Certification /Superintendent Certification Internship Agreement**

This Agreement is made and entered into by and between Morrow County School District (“District”) and Washington State University, through its College of Education, Department of Educational Leadership, Sports Studies, and Educational/Counseling Psychology (“WSU”).

RECITALS:

WSU's curriculum for preparing students enrolled in its Superintendent and Principal Certification Programs in the College of Education includes a requirement for the students to acquire practical experience in the duties and responsibilities of the administrator in a school setting prior to earning the certification.

The District has suitable experiences, supervisors, and facilities available for the educational experience of such students. It is mutually beneficial to WSU and District to have WSU's students participate as interns at District's facilities.

THE PURPOSE OF THIS AGREEMENT is to provide the cooperative arrangements for the educational experiences for students enrolled in the College of Education at Washington State University. This Agreement sets forth the duties and responsibilities of the District and WSU with respect to these experiences. As consideration for the mutual covenants and agreements contained in this document, WSU and District agree as follows:

I. GENERAL PROVISIONS

- a. Following execution of this Agreement, and within the scope of its provisions, WSU and District may develop individual letter agreements to formalize operational details of the student intern program at District. These details may include, but are not limited to, the following:
 - i. The specific site(s), which are part of the District, to which student will be assigned (“Training Site”).
 - ii. Specific learning objectives and performance expectations for students.
 - iii. Specific allocation of responsibilities for the District's Mentor and the WSU representative to whom the student will be assigned.
 - iv. Format and standards for student progress reports and evaluation forms.Any such letter agreements will be considered as attachments to this Agreement, will be binding on the parties when signed by authorized representatives of each party, and may be modified by subsequent letter agreements signed by authorized representatives of each party.
- b. WSU and District will jointly plan the internship experience for each student, and shall jointly evaluate the students. Exchange of information will be maintained by on-site visits to the Training Site when practical and by letter or telephone in other instances.
- c. WSU and District will instruct their respective faculty and staff, and the students participating in the Superintendent or Principal Certification Program, to maintain confidentiality of information as required by law and by policies and procedures of WSU and District.
- d. WSU and District will each comply with all rules and regulations of the other party and all state and federal laws applicable to this Agreement.
- e. Student interns, while engaged in the educational program provided pursuant to this Agreement, shall retain the status of students working towards the fulfillment of their certification requirements. Students are not employees or agents of WSU. Students shall not displace regular

- e. Meet as needed with WSU personnel to plan, evaluate, and modify the student intern program, and to assist/cooperate in the collection of data/research that will assist WSU to evaluate its programs and potential success of its students.
- f. Treat interns as professionals, provide clear expectations that they follow all rules and regulations established by the District, and train them to be aware of and follow such rules and regulations.

IV. WSU agrees:

- a. In accordance with RCW 43.43.830 and RCW 43.43.838, an intern will not be placed at a Training Site with the District with unsupervised access to children until a background check by the Washington State Patrol and the Federal Bureau of Investigation, including fingerprint clearance, is complete and, if applicable, the Office of Professional Practices at the State Superintendent of Public Instruction has notified WSU that the candidate is cleared for such placement. Fingerprint and character clearance under RCW 28A.410.010 must be current at all times during the placement.
- b. To assign a University Supervisor to: (a) provide oversight for the internship through communications and/or site visits with the intern and the mentor; (b) meet regularly with the intern to provide guidance and counseling as to the completion of the requirements of the internship; and (c) be responsible, in cooperation with the District staff to which the intern is assigned, for the final evaluation of the intern's completion of his/her internship and recommend the intern for the appropriate certificate upon successful completion of the internship and other University and/or state of Washington requirements.
- c. To provide participating District with WSU's evaluation materials.
- d. To meet as needed with District personnel to plan, evaluate, and modify the student intern program and field experiences.
- e. To notify the student intern that he/she must adhere to the administrative policies, rules, standards, schedules and practices of the site

V. It is mutually agreed that:

- a. The central administration of the District will be responsible for assigning student interns, and working out the student's program of experience.
- b. In assigning student interns, it is recognized that, in some instances, it may be desirable for the intern to work with more than one District supervisor.
- c. The term of this Agreement shall be for five (5) years. This Agreement may be renewed for additional periods if approved by both parties in writing. Notwithstanding the term stated, this Agreement may be renewed, amended, or terminated at the end of each school semester, provided it may not be amended or terminated as to student interns who have not completed their internship under this Agreement, except as otherwise provided herein.

VI. Other Terms:

- a. This Agreement and any letter agreement to be attached hereto constitute the entire agreement between the parties and supersede any and all prior oral or written agreements, commitments, or understandings concerning the matters provided for in this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.
- b. The parties may modify this Agreement only by a subsequent written Agreement executed by the parties. Any modification shall be effective only if written, signed and dated by the authorized representatives of each party and attached to this Agreement.

The parties executing this Agreement below hereby certify they have the authority to sign this Agreement on behalf of their respective parties and that the parties agree to the terms and conditions of this Agreement as shown by the signatures below.

FOR DISTRICT

FOR WASHINGTON STATE UNIVERSITY

Recommended by:

Dirk Dirksen
[Title: Superintendent]

Recommended by:

Sharon Kruse
[Educational Leadership Department Chair]

Printed Name: DIRK DIRKSEN

Printed Name: Sharon Kruse

Date:

8/4/18

Date:

7/25/18

Approved by:

Dirk Dirksen
Superintendent

Approved by:

Sharon Kruse
[Educational Leadership Department Chair]

Printed Name: DIRK DIRKSEN

Printed Name: Sharon Kruse

Date:

8/4/18

Date:

7/25/18