



KEAN UNIVERSITY

SCHOOL PSYCHOLOGY EXTERNSHIP AGREEMENT

This agreement is entered into on this _____ day of April 2012, between Randolph Township School District Board of Education located at 25 School House Road, Randolph, NJ 07869 (hereinafter referred to as the "SITE"), and Kean University, located at 1000 Morris Ave, Union, New Jersey 07083 (hereinafter referred to as the "UNIVERSITY"), which offers the Professional Diploma in School Psychology, a graduate program preparing students to become school psychologists, herein called the "PROGRAM." The above Parties agree to the following terms of this contract, herein called the "AGREEMENT," and to the terms included in the Appendices.

1. PURPOSE

The purpose of this agreement is to provide a qualified graduate student with an externship experience in the field of school psychology (also known as an internship in school psychology according to the National Association of School Psychologists). The externship student (hereinafter referred to as the "EXTERN") is required to satisfactorily complete a minimum of 1200 hours as required by the National Association of School Psychologist; 600 of these hours are used to satisfy the requirements for certification in school psychology by the New Jersey Department of Education (NJDOE) (N.J.A.C.6A:9-13.9). The externship will begin during the first week of the school year and end during the last week of the school year. The extern must receive at least 2 hours of face-to-face supervision per week. Supervision must be provided by a school psychologist with a specialist degree who is certified in the State of New Jersey. The extern will be required to obtain preschool to 12th grade experiences in psychological assessment, consultation with teachers and families, group and individual counseling, child study team conferencing, IEP development, and case management.

2. TERM

The term of this agreement shall commence be from the effective date noted above until June 30th, 2013.

3. TERMINATION

This agreement may be terminated at any time by mutual consent of the parties or it may be terminated for convenience by either party upon thirty (30) days written notice to the other party at the address provided above. In the event this agreement is terminated by either party, such termination shall not become effective until any student involved in the externship has an opportunity to complete the current semester.

4. EXTERNSHIP SITE RESPONSIBILITIES:

a. **Administrative Services and Support.** The administration of the SITE agrees to provide the following:

- (1) Support: Administrative support including, but not limited to, providing the extern with adequate work space, telephone, computer, office supplies, and staff support to conduct professional activities.
- (2) Orientation: Comprehensive orientation to the SITE, including but not limited to policies, philosophy, protocols, rules and expectations.
- (3) Role Models: Commitment to provide a variety of role models which represent the diversity of professionals in the field. Sites will afford externs the opportunity to interact with a diverse staff and student population whenever feasible.
- (4) Work Environment: A work environment necessary to meet requirements established by state policy making boards.

b. **Supervision.** The designated externship school psychology supervisor at the SITE will provide the following:

- (1) Continuity: The supervisor shall provide a continuity of supervision and supervised activities and experiences as described herein. Starting with observation of the supervisor's activities, the extern will be expected to progress to participating and functioning in professional activities under supervision.
- (2) Expertise: The supervisor shall be a school psychologist with a specialist degree who is certified as a school psychologist in the State of New Jersey. The supervisor will be a person who has the time and interest for training the extern.
- (3) Client Welfare: The SITE shall maintain responsibility for student and client contact, care, education, and welfare. SITE personnel are responsible for all student and client care and education and all decisions regarding student/client care and education. In the event of a difference in opinion concerning the care or education of a student/client, the decision of the SITE personnel shall prevail and control all parties involved.
- (4) Documentation: The supervisor shall certify the number of extern hours based on the extern's documentation to the SITE, PROGRAM, and extern. The supervisor will submit monthly evaluations of the extern on the dedicated form provided by the UNIVERSITY, and be available for a site visit from the Coordinator of the Professional Diploma Program in School Psychology and/or the Assistant Director for Clinical Training for the Professional Diploma Program in School Psychology, employed by the UNIVERSITY.
- (5) Disciplinary Action: Externs are expected to adhere to the highest level of integrity in professional, ethical and conduct standards. The SITE reserves the right to require the immediate removal of any extern from the PROGRAM whose performance is deemed inadequate. The Ethical and Professional Guidelines of the UNIVERSITY and respective accrediting bodies (NJDOE, APA, NASP) shall serve as the basis for such issues.

c. Supervised Activities/Experiences

The SITE school psychology supervisor will provide training activities that:

- (1) are integral to the regular performance and normal professional functions, duties and responsibilities of the SITE's school psychologist
- (2) are affirming of and demonstrating a high regard for human dignity. Externs shall not be required to participate in practices that restrict the exercise of civil or human rights of any person or which impair the quality and nature of professional training in school psychology as defined by the respective accrediting and professional entities.
- (3) are continuous and sequenced in an organized manner and encompass a variety of presenting problems and special education classifications.
- (4) are consistent with the fulfillment of the 1,200 minimum hours as required by NASP and the PROGRAM and the 600 minimum hours as required by the NJDOE.
- (5) meet NJDOE certification requirements and NASP accreditation requirements including: a) conducting full psycho-educational assessments and interpretation of these assessments to parent(s)/families and school personnel; b) counseling of students individually and/or in groups; c) development of IEPs for students eligible for special education; d) carrying out annual reviews and child study team conferences for classified students; e) providing case management; f) participation on the Intervention and Referral Services Team to develop consultation skills; g) conducting additional consultations and collaborations with teachers, other school personnel, and community agencies and resources as needed; h) carrying out classroom observations and behavioral assessments and assisting in the development of Behavioral Intervention Plans; i) carrying out all other areas of practice deemed important for school psychologists. The supervisor will supervise the extern's assessment of students in the areas of administration, scoring, and interpretation of psychoeducational measures and will supervise their report writing skills. The supervisor will also supervise the extern in the other professional activities and tasks described above. All psychological reports are to be countersigned by the extern's supervising school psychologist.
- (6) enable the extern to conduct some cases with either regular education or special education students which involve complete follow-through from pre-referral through comprehensive assessment to culminating team meetings.
- (7) enable the extern to develop and implement a school psychology service delivery project which demonstrates direct, measurable, positive effects on students in accordance with training standards of NASP.

d. Evaluation.

The SITE school psychology supervisor will:

- (1) evaluate the extern monthly during the period of the externship (September-June) by completing the dedicated extern rating form, to be provided by the UNIVERSITY.
- (2) provide a letter attesting to the fact that the student extern has completed at least 1200 hours and satisfied the requirements of the UNIVERSITY for school externship experiences.
- (3) share the evaluations orally with the extern, and provide them in written form to the SITE administrator, and the UNIVERSITY Coordinator of the Professional Diploma Program in School Psychology and/or the Assistant Director of Clinical Training for the Professional Diploma Program in School Psychology.

- e. **Insurance.** The SITE agrees to maintain in force General Liability Insurance coverage in an amount not less than one million dollars (\$1,000,000.00) per occurrence and three million dollars (\$3,000,000.00) in the aggregate. In addition, the SITE agrees to maintain proof of a worker's compensation policy in accordance with State Law. If the SITE carries higher limits (including Excess Liability Coverage), then such limits must be shown on its Certificate of Insurance.

5. UNIVERSITY PROGRAM RESPONSIBILITIES

a. Administrative services and supports

- (1) Support: Appropriate administrative support for supervised externship training as described herein.
- (2) Orientation: Comprehensive orientation to the program curriculum regarding the purpose and nature of the externship experience, including but not limited to policies, philosophy, procedures, protocols, rules, and expectations.

- b. **Supervision.** The designated University Externship Coordinator shall provide the following:

- (1) Continuity: The Coordinator shall provide a continuity of supervision and supervised activities and experiences as described herein, acting as:
 - (a) the liaison between the extern, SITE supervisor, the UNIVERSITY, and the Course Instructor (if different from the Coordinator).
 - (b) the principal monitor of the student extern's professional development.
 - (c) a provider of information to the SITE supervisor regarding the individual skill attainment of the student extern prior to the initial externship placement.
- (2) Expertise: The Coordinator shall possess a Doctoral Degree in School and/or School-Child Clinical Psychology, and be certified as a School Psychologist in the State of New Jersey and/or licensed for independent practice as a Psychologist in the State of New Jersey.

- (3) Client contact: The Coordinator may recommend appropriate categories of client contact. To fulfill Externship course requirements, student externs need to conduct psycho-educational assessments and interpret them to parent(s)/ families and school personnel, counsel students individually and/or in groups, participate on the Intervention and Referral Services Team, to develop consultation skills, develop IEP/Annual Reviews for classified students, and all other areas of practice under the NASP Domains of Training and Practice for school psychologists.
- (4) Documentation: The Coordinator shall:
- (a) ensure that the Externship student has Student Professional Liability Insurance prior to the start of Externship.
 - (b) maintain documentation of the student extern's number of hours and his/her activities related to the NASP Training and Practice Standards based on the student's extern's documentation provided to the SITE and PROGRAM as required and scheduled.
 - (c) monitor the student extern's progress based on the UNIVERSITY course and SITE Supervisor's evaluations.
 - (d) provide a final grade in the Externship course based on course and field work, evaluations, etc.
 - (e) apply for certification for the student extern from NJDOE upon successful completion of academic and externship requirements and demonstration of expected professional and ethical behaviors.
- (5) Disciplinary Actions: At the request of the SITE, the UNIVERSITY agrees to immediately remove any student from the PROGRAM whose performance is deemed inadequate. The Coordinator will act within UNIVERSITY guidelines to identify and address any disciplinary issues that are brought forward. The Ethical and Professional Guidelines of the UNIVERSITY and respective accrediting bodies (NJDOE, NASP, APA) shall serve as the basis for such issues. (See Appendices).

c. Insurance.

- (1) UNIVERSITY: The UNIVERSITY is a public higher education institution in the State of New Jersey. As such, this Agreement hereby expressly incorporates the following Statement of Public Liability Insurance: Any agreement or arrangement signed and entered into on behalf of the State of New Jersey by a State official or employee shall be subject to the provisions of the New Jersey Tort Claims Act, N. J. S. A. 59:1-1 et seq. and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. and the availability of appropriations. The State of New Jersey does not carry public liability insurance, but the liability of the State and the obligations of the State to be responsible for tort claims against its employees are covered under the terms and conditions of the New Jersey Tort Claims Act. The Act also creates a special self-insurance fund and provides for payment of claims against the State of New Jersey or against its employees whom the State is obligated to indemnify against tort claims which arise out of the performance of their duties. Claims against the State of New

Jersey or its employees arising out of the use of the Facility's premises should be referred for handling to the Attorney General, Division of Law, Claims Service Section, Richard J. Hughes Justice Complex, Trenton, New Jersey 08625. Furthermore, the State of New Jersey self funds for Workers Compensation and Disability.

- (2) UNIVERSITY Students: All student externs are required to carry their own professional liability insurance in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate limits. In the alternative, the UNIVERSITY may provide such insurance for the student externs. In cases where student externs are required to provide their own insurance coverage, each of them shall be required to present evidence of insurance coverage prior to the start of each semester. If the University is providing the insurance coverage, upon request, it shall provide SITE with documentation of such coverage.

6. GENERAL PROVISIONS

- a. It is mutually agreed and understood that nothing in this agreement implies an employee/employer relationship between the UNIVERSITY Instructors or student externs and the SITE.
- b. Each party agrees to be responsible for its own actions and those of its officers, employees and agents.
- c. Both parties agree not to discriminate against any student or student extern in any manner whatsoever on account of race, creed, color, gender, age, national origin, sexual orientation, or mental or physical disability.
- d. This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey, including without limitation, the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 et seq. The parties agree that pursuant to the New Jersey Contractual Liability Act, venue and jurisdiction regarding any matter pertaining to this Agreement shall be in the Superior Court of New Jersey, County of Union, Law Division, and consent to same.
- e. Both SITE and UNIVERSITY are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby expressly or by implication between SITE and UNIVERSITY. Rather, in discharging all duties and obligations hereunder, SITE shall at all times be in and remain in an independent contractor relationship with UNIVERSITY.
- f. This agreement supersedes any and all other agreements, or understandings, either oral or in writing, between the parties with respect to the subject matter hereof, and this agreement contains all the covenants and agreements between the parties with respect to the subject matter of this agreement. The parties agree that no oral representations or written representations, other than that contained herein, were relied on by the parties, or form additional terms of this agreement.

- g. This agreement may be amended only by a written instrument executed by both parties.
- h. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

As to SITE:

Randolph Township School District
Board of Education
25 School House Road
Randolph, NJ 07869

As to UNIVERSITY:

Kean University
Nathan Weiss Graduate College
1000 Morris Avenue
Union, NJ 07083

IN WITNESS WHEREOF the parties hereto have affixed their hands and seals or caused these presents to be executed on the day and year above written.

Kean University

By: _____
Frank Gardner, Ph.D., Director
Psy.D. Program in Combined and Integrated School-Psychology
And Professional Diploma in School Psychology

By: _____
Steven Lorenzet, Ph.D., Dean
Nathan Weiss Graduate College

By: _____
Randolph, NJ Board of Education

School Psychology Extern: Kerri Hagen

APPENDIX A

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS DOMAINS OF PRACTICE

<http://www.nasponline.org/standards/FinalStandards.pdf>

(As Applied to School Psychology Externship Students)

1. Data-based decision making with an emphasis on psycho-educational assessment and report writing.
2. Interpersonal communication, collaboration and consultation with teachers, other school personnel, parents/families, and students in a variety of settings and contexts such as meetings, etc.
3. Effective instruction and development of interventions and supports to develop academic and cognitive skills with an emphasis on consultation and IEP development.
4. Interventions and mental health services to develop socialization and other life competencies with an emphasis on consultation, the use of functional behavioral assessment, and the development of behavior intervention plans and positive behavioral supports.
5. Development of practices to promote student learning including knowledge of and involvement with school and systems structures, organization, and theory; general and special education; technology resources; and evidence-based school practices that promote positive academic, behavioral and social-emotional outcomes.
6. Understanding and responding effectively to student diversity in development and learning by gaining sensitivity and knowledge within various diverse contexts (e.g., cultural, ethnic, religious, socioeconomic, etc.).
7. Understanding and involvement in school structure, organization and climate through exposure to a school district's philosophy; mission; goals; policies and procedures; staff hierarchy; staff roles and functions; and educational programs.
8. Prevention, wellness promotion, and crisis intervention by exposure to and involvement in Intervention and Referral Service meetings, consultation, and individual/group counseling.
9. Development of family/school/community collaboration by exposure and participation in parent/staff meetings including pre-referral (INRS) services, initial/reevaluation planning, eligibility meetings, etc.
10. Research and program evaluation through application of concepts to daily practice.
11. Legal, ethical and professional development through exposure to IDEIA, NJAC, ADA, Section 504; NASP and APA ethical codes; professional conferences, etc.
12. Use of effective technology resources including computers for word processing, email, etc., and exposure to IEP Planners and computerized scoring of standardized tests.

APPENDIX B

PROFESSIONAL INTEGRITY, ETHICS AND CONDUCT MANUAL REFERENCES

Kean University

Kean University School Psychology Professional Diploma Program Student Handbook

Kean University Academic Integrity Policy

<http://www.kean.edu/academicintegrity.html>

New Jersey Department of Education

New Jersey Administrative Code 6A

Chapter 9: Professional Licensure and Standards

13.9 School Psychologist (pp. 237- 241)

<http://www.nj.gov/education/code/current/title6a/chap9.pdf>

National Association for School Psychologists

Professional Conduct Manual

Principles for Professional Ethics

Guidelines for the Provision of School Psychological Services

<http://www.nasponline.org/standards/ProfessionalCond.pdf>

Standards for Training and Field Placement Programs in School Psychology

Standards for the Credentialing of School Psychologists

<http://www.nasponline.org/standards/FinalStandards.pdf>

American Psychological Association

Ethical Principles of Psychologists and Code of Conduct

<http://www.apa.org/ethics/code2002.html>