

MEMORANDUM OF UNDERSTANDING

This is a memorandum of understanding between the Department of Communication Disorders and Sciences (hereinafter referred to as the “Department”), California State University, Northridge, (hereinafter referred to as the “University”);

and, _____

(hereinafter referred to as the “School”).

Purpose of Memorandum. The purpose of this memorandum is to state the terms and conditions of an educational affiliation between the University and School for the graduate training for the Distance Education (DE) Master of Science degree in Communication Disorders and Sciences, emphasis Speech-Language Pathology by the University of personnel employed by the School.

Mutual Purpose. The University and the School mutually are interested in the graduate education of school personnel in the field of Speech-Language Pathology in order to meet the requirements of a Masters degree, state credential standards, state license requirements, and requirements for the Certificate of Clinical Competence of the American Speech-Language-Hearing Association.

Program Start Date. The student will begin online courses in the graduate program in September 2000. It is anticipated that the student will begin clinical practica at the School site on or about May 2001. In order to prepare for the practica, the School and the University will begin coordination and training of supervisory personnel on or about February 2001.

To meet the mutual purpose, the University agrees to:

1. Offer a distance education (DE) graduate program leading to the Master of Science degree that enables personnel employed by the School to remain employed while matriculated in the program;

2. Maintain the graduate program's accreditation under the standards of the Western Association of Schools and Colleges; the California Commission on Teacher Credentialing; the Speech-Language Pathology and Audiology Board of the California Department of Consumer Affairs; and, the Council on Academic Accreditation of the American Speech-Language-Hearing Association;
3. Appoint qualified Speech-Language Pathologist personnel, who are employees of the School, to the Adjunct Faculty of the University for purposes of clinical supervision for periods of approximately 150 clock hours at the School site for each student enrolled in the University's program:
 - a. Adjunct Faculty in this program will have the rights and responsibilities as specified in the University's Administrative Handbook, including the right to attend faculty meetings of the Department of Communication Disorders and Sciences;
 - b. Adjunct Faculty will be given the opportunity to participate in in-service training as a clinical supervisor and will be given the opportunity to participate in a computer applications course for academic credit, as provided by the Department of Communication Disorders and Sciences. This training and coursework will be offered at no tuition charge to the School or its supervision personnel. This training will be conducted online in Websites maintained by the University.
 - c. Adjunct Faculty will be paid a \$50.00 stipend per semester by the University in consideration for the supervision.
4. Provide professional mentoring and advice by the Department's Coordinator of Clinical Supervision to the Adjunct Faculty through the term of supervision in order to assist in supervision of the student.
5. Maintain communication with the School through the Department's Distance Education Coordinator for the entire period of the graduate student's course of study.
6. Maintain the confidentiality of any disclosures of professional background, professional practice or professional conduct that the nominee for Adjunct Faculty appointment or that the Adjunct Faculty member is required to disclose.
7. Whenever possible, permit the transfer of previously earned, valid clinical observation and clinical practica by the student for credit toward completion of client contact requirements, up to a maximum of 100 clock hours of practica.
8. Understand that the School is not under any obligation to continue the employment of the student for purposes of this memorandum; understand that the School retains full authority to determine compensation, assign duties and work conditions of the student; and, understand that the School retains full authority to evaluate the work of the student as an employee of the School.

To meet the mutual purpose, the School agrees to:

1. Nominate qualified Speech-Language Pathology personnel who are employed under its direction to serve as clinical supervisors and Adjunct Faculty in the graduate program:
 - a. The University will consider the following as minimal professional background for appointment as clinical supervisor and Adjunct Faculty:
 - i. Possession of a California Clinical-Rehabilitative Services Credential as Speech, Language and Hearing Specialist, or equivalent;
 - ii. Possession of a valid Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP), issued by the American Speech-Language-Hearing Association during the entire period of academic appointment;
 - iii. Possession of a valid California license in Speech-Language Pathology, issued by the Speech-Language Pathology Board, California Department of Consumer Affairs, during the entire period of academic appointment;
 - iv. Two years' full time experience, or equivalent, of work in a school setting as a Speech-Language Pathologist while holding the full credential as a Speech, Language and Hearing Specialist (or equivalent), *and* the CCC-SLP, *and* the state license as a Speech-Language Pathologist;
 - v. Possession of an earned Master's degree or higher from a regionally accredited institution of higher learning.
 - b. The University will require that the nominee not have a record of probation, suspension or loss of state license or other serious disciplinary actions that restrict practice as a Speech-Language Pathologist; nor a record of violation, affirmed by the Ethical Practices Board of the American Speech-Language-Hearing Association (ASHA), of the ASHA Code of Ethics; nor a record of malpractice as a Speech-Language Pathologist, as demonstrated in court judgments of liability for injurious practice. Such prior disciplinary actions or ethical code violations must be disclosed to the Department Chair and to the Department Faculty Personnel Committee and may adversely affect the ability of the University to offer an appointment as Adjunct Faculty.
 - c. The University will require that the nominee disclose to the Department Chair and Department Faculty Personnel Committee any notice that the nominee has received of pending action before the California Speech-Pathology and Audiology Board, the California Attorney General, or the ASHA Ethical Practices Board that might result in probation, suspension, reduction, or revocation of practice privileges as a Speech-Language Pathologist. During the period of appointment as an Adjunct Faculty member, the same disclosure

requirements will apply. Such disclosures may adversely affect the ability of the University to offer an appointment as Adjunct Faculty.

- d. The University will require that the nominee disclose to the Department Chair and Department Faculty Personnel Committee any past or pending actions in a court of law that have resulted in or might result in a liability judgment for injurious professional practice as a Speech-Language Pathologist. Such disclosures may adversely affect the ability of the University to offer an appointment as Adjunct Faculty.
2. Provide the Adjunct Faculty clinical supervisor with sufficient and specific time in the work schedule to carry out the supervision duties of the student's clinical practica. The supervision duties fulfill the requirements of the accreditation of the graduate program so that the student will meet requirements for state license, credential and certification. The minimum requirements for these duties include:
 - a. Allocation of sufficient time to directly observe 25 percent of each treatment session and 50 percent of each assessment session of a client or groups of clients by the student during the approximately 150 clock hours of supervised practicum;
 - b. Allocation of sufficient time to meet directly with the student for purposes of supervision feedback and discussion periodically during the course of supervision. It is estimated that this will require approximately 30 minutes for each five (5) hours clock hours of practica;
 - c. Allocation of sufficient time for the Adjunct Faculty supervisor to communicate with the Department's Coordinator of Clinical Supervision on a regular basis;
 - d. Allocation of specific time in order to present at the school site during the entire period that the student will be providing clinical services under provisions of the clinical practica assignment. It is intended that the student attain approximately 150 clock hours of practica at the school site under the supervision of the Adjunct Faculty supervisor, at a rate of approximately five (5) per week. The Adjunct Faculty supervisor must be present at the school site during all of the 150 clock hours, while meeting the direct observation requirements specified in sections 2a and 2b, above.
 3. Provide the student enrolled in the program with an opportunity to complete 25 hours of clinical observation at the school site under the supervision of the Adjunct Faculty prior to any clinical practica, if such observation hours are needed by the student. This requirement will be determined on a case-by-case basis as the student's academic background is evaluated by the Department.
 4. Provide a place at the school site for the student to occasionally take a written examination from Department faculty under the proctor of School administrative personnel. It is expected that such examinations will occur only two or three times in each of approximately six of the online "lecture" courses.

5. Provide for limited opportunities for the student to complete essential DE coursework that must be done off the School site during work hours. It is expected that such coursework requirements will be less than 12 hours per year.
6. Notify the Department if the student leaves the employ of the School or if the student's work conditions have been altered so that clinical practica no longer can be performed.

Either the University or the School may elect to terminate this memorandum of understanding for an educational affiliation with 30 days' written notice upon the other for any reason.

For the University:

Mary Sosa

Printed Name

Asst. Dir., Purchasing & Logistical Services

Title

Signature

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Student Information:

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