



KEAN

School Psychology Professional Diploma Program Affiliation Agreement for _____

This Agreement is entered into on _____ between Township of Union Public Schools with an address at 2369 Morris Ave., Union, NJ 07083 (hereinafter referred to as the “School Site”) and Kean University located at 1000 Morris Avenue, Union, New Jersey 07083 (the “Kean University”). The School Site and Kean University are also referred to as a “Party” individually and as “Parties” collectively.

WHEREAS, Kean University has approved and established a graduate program in School Psychology (“Program”); and

WHEREAS, field work experience is a required and integral component of the Program’s curriculum and Kean University desires the cooperation of the School Site in the development and implementation of the field work experience phase of its Program; and

WHEREAS, the School Site desires to participate with Kean University in the development and implementation of fieldwork experience for Kean University Program students (the “Students”).

NOW THEREFORE in consideration of the mutual promises hereinafter contained, the School Practicum Site and Kean University agree as follows:

1. TERM: This Agreement shall commence on January 2, 2023 (or as soon as possible thereafter) and shall expire on June 30, 2023. This Agreement may be renewed upon the mutual written consent of the Parties.

1. PURPOSE

The purpose of this agreement is to provide a qualified graduate student with a part-time graduate assistantship experience in the field of school psychology. The student (hereinafter referred to as the “CANDIDATE”). The graduate assistantship will begin during the first week of _____ and end during the _____. The CANDIDATE must receive at least _____ 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 CANDIDATE will be required to obtain supervised experiences in group or individual counseling or social skills groups. Supervision must be provided by a school psychologist with a specialist degree who is certified in the State of New Jersey, though supervision can also be split with another qualified professional for counseling (e.g., school counselor, school social worker, etc.).

2. TERM

The term of this agreement shall commence from _____ and be effective until _____.

3. TERMINATION

3.1 Either Party has the right to terminate this Agreement on thirty (30) days prior written notice to the other Party in accordance with the notice provisions outlined below. In the event of a breach of any provision of this Agreement by one Party, the other Party shall have the right and option to give the breaching Party written notice. In the event that the breaching Party fails to remedy the breach within thirty (30) days of the receipt of such written notice, the other Party may, at its sole option, terminate this Agreement.

3.2 In the event this Agreement is terminated, it shall remain in effect until the completion of any Program committed to or commenced at the time of such termination, subject to the right of the School Site to withdraw the Student Candidate from the Program as set forth herein.

4. KEAN UNIVERSITY RESPONSIBILITIES. Kean University shall:

4.1 Assume and maintain full responsibility for the planning and execution of the curriculum for its student candidates, including the administration, curriculum content and faculty appointments. All programs will forward the fieldwork requirements to the School Site for their respective Student Candidates.

4.2 Confirm with School Site that the student candidates are accepted at the School Site prior to commencement of each school experience.

4.3 Provide appropriate administrative support for supervised training as described herein and provide Comprehensive orientation to the PROGRAM curriculum regarding the purpose and nature of the practicum experience, including but not limited to policies, philosophy, procedures, protocols, rules, and expectations.

4.4 Provide appropriate continuity of experience for student candidates:

a) the Kean School Psychology Program or assistantship supervisor shall provide a continuity of supervision, supervised activities, and experiences.

b) the Kean School Psychology Program or assistantship supervisor shall act as: the liaison between the Student Candidate, School Site supervisor, the University, and the Course Instructor (if different from the Program-based Supervisor).

c) the Kean School Psychology Program or assistantship supervisor shall act as the principal monitor of the student candidate's professional development

4.5 With respect to student client contact, the Kean School Psychology Program or assistantship supervisor may recommend appropriate categories of client contact. To fulfill requirements, student candidates need to obtain a variety of experiences relevant to the training of school psychologists including counseling, interviewing, attending team conferencing

4.6 The Kean School Psychology Program or assistantship supervisor shall ensure appropriate documentation for its student candidates including:

a) ensuring that student candidates have student professional liability insurance prior to the start of placement

- b) ensuring that student candidates maintain appropriate documentation of their hours and their activities related to the NASP Training and Practice Standards
- c) monitoring the student progress based on program course requirements and requirements and the supervisor's evaluations
- d) provide a final grade in the course linked to the practicum based on coursework, field work, supervisor and/or other evaluations, and other course requirements.

4.7 Ensure that all Kean instructors possess the requisite academic qualifications for their academic roles. The Kean School Psychology Program or Assistantship Supervisor 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.

4.8 Inform its student candidates of the requirement to conform to the rules, regulations and policies of the School Site. These rules, regulations and policies will be available and reviewed with each student candidate by the School Site.

4.9 Inform its student candidates that they must meet certain health standards as required by the School Site. Information related to student candidates, required by the School Site for the purpose of this Agreement, including but not limited to educational transcripts, health screenings, and background checks will be provided to the School Site by the student upon request. The Program will not maintain copies of such information.

5. SCHOOL SITE RESPONSIBILITIES. The School Site shall:

5.1 Participate in joint evaluation of the effectiveness of the fieldwork experiences through meetings and/or written evaluations of the student candidates.

5.2 Provide the necessary supplies, facilities and supervision as may be required to ensure quality education for the student candidates without impairing quality care/services.

5.3 Provide a comprehensive orientation to the site, including but not limited to policies, procedures/protocols, philosophy, rules and expectations for student candidates.

5.4 Provide administrative support to student candidates including, but not limited to, adequate work space, phone, computer, office supplies, and staff support to conduct professional activities.

5.5 Commit to providing student candidates, to the greatest extent feasible, a variety of role models which represent the diversity of professionals in the field/school environment. The school site will afford student candidates opportunities to interact with diverse staff and student populations whenever feasible.

5.6 Provide emergency care for student candidates in case of illness or accident. However, the School Site shall not be responsible for any further care. In no event shall the School Site be responsible for a greater amount or degree of care or assistance than it would reasonably provide for its paid employees. The School Site shall notify Kean University promptly of any such occurrence. The student candidate shall be responsible for payment of any medical expenses incurred.

5.7 Permit student candidates and Kean faculty, at their own expense, to utilize the cafeteria and visitors' parking lots, if feasible and needed.

5.8 Assure that it has measures in place to ensure student candidates' safety, such as program and institutional policies or manuals, instruction on occupational health and safety, incident-reporting processes, harassment prevention policies and procedures, and conflict resolution processes.

5.9 Ensure that it has measures in place related to the prevention of the spread of COVID-19 which will be shared with Kean University and the student candidates prior to the start of the fieldwork at the School Site.

5.10 Provide supervision by a qualified individual(s) holding appropriate certification/licensure in the area of the school training experience. For school psychology experiences, the site supervisor shall be a school psychologist with a specialist degree who is certified as a school psychologist in the state of New Jersey or other state where s/he is practicing. In addition, the site supervisor will be a person who has the time and interest for training the student practicum candidate. Supervision may also be split between a school psychologist and appropriate professional (e.g., counselor).

6. SITE SUPERVISOR RESPONSIBILITIES. The designated school psychology supervisor at the site will provide the following:

6.1 Appropriate expertise in that the supervisor shall be a school psychologist with a specialist or doctoral degree who is certified as a school psychologist in the state of New Jersey with at least three years of experience.

6.2 Training activities that are:

a) integral to the regular performance and normal professional functions, duties and responsibilities of school psychologists.

b) affirming of and demonstrating a high regard for human dignity. Student candidates 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.

c) meet NJDOE certification requirements and NASP accreditation requirements under supervision including the development of skills and competencies that are necessary for professional training in school psychology. The practicum site supervisor will supervise the student candidate in all tasks and activities.

6.4 Appropriate documentation of the student candidate's experiences, including certification of the number of candidate hours based upon the candidate's documentation to the site and school psychology program. At the end of the semester, the supervisor will submit an evaluation of the student candidate on the designated form/survey provided by the school psychology program. If feasible and site safety protocols allow for it, the site supervisor will be available for a visit from the Coordinator/Director of the school psychology program, the assistant director of the program, and/or the program-based supervisor.

7. MUTUAL OBLIGATIONS. The Parties mutually agree that:

7.1 The School Site shall retain sole responsibility for all student clients (meaning students attending the School Site) and their care at all times, as well as the extent of participation of student candidates in assisting with or observing services/care.

7.2 Responsibility for planning the school experience at the School Site will be jointly shared by the School Site's staff and Kean University's instructors, subject at all times to the policies, rules, and regulations of the School Site.

7.3 Student candidates may be assigned to any facilities or programs within the School Site's system upon the consent of the Kean University School Psychology Professional Diploma Program.

7.4 Student candidates' graduate curriculum, attendance and scheduling shall be under the direction of Kean University as long as they do not conflict with the School Site's policies, rules, and regulations.

7.5 Student candidates will start their school graduate assistantship experience as determined by mutual agreement. Minor adjustments in the length of service and the period during which it shall be rendered may be made with the mutual consent of Kean University and the School Site.

7.6 The School Site and Kean University will perform their duties and responsibilities under this Agreement without cost or other financial obligation to the other party.

7.7 Kean University shall withdraw any student candidate from the placement when notified by the School Site that the candidate is unacceptable to the School Site for the reasons of health, performance, disciplinary issues, or other reasonable and lawful causes. Any necessity for such action will be reported immediately to Kean University.

7.8 Kean University and the School District/site mutually agree that no student candidate shall be discriminated against on the basis of race, creed, color, national origin, ancestry, age, sex/gender, pregnancy, marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability, for the purpose of this Agreement.

8. STUDENT CANDIDATE RESPONSIBILITIES. Kean University shall advise its student candidates of the following conditions of participation in the graduate assistantship. Further, Kean University shall advise student candidates that failure to meet the following conditions shall be grounds for denial of admission to the graduation assistantship and/or dismissal from the assistantship:

8.1 Student candidates shall, at all times, follow the rules and regulations established by the School Site. The School Site shall orient student candidates to applicable rules and regulations.

8.2 The health of all student candidates assigned to the School Site shall meet the standards required for the School Site's employees. If required by the School Site, the student candidate will be asked to provide the Site with health screening reports and proof of vaccination.

8.3 Student candidates acknowledge that all information regarding student clients' identities, classifications and/or diagnoses, prognoses, interventions/programs and/or any personal data which comes into the possession of the student candidate is confidential. Student candidates shall not disclose any such information to third parties,

with the exception of the program/university and the school site supervisor on an as-needed basis, and will take all steps reasonably necessary to protect the privacy, confidentiality and dignity of any student clients with whom they have contact during the graduate assistantship. Any discussion of student clients with the university/program or assistantship supervisor will not include actual names of student clients, and, instead use non-identifying initials and/or a pseudonym. Student candidates will follow all relevant School Site policies for maintaining confidentiality, which shall be made available to the internship candidates by the Site.

8.4 Kean University will provide medical documentation of any special physical needs of student candidates participating in the assistantship.

8.5 If required by the School Site, student candidates, at their own expense, shall be required to submit to a criminal background check prior to starting training at the Site, as required by the Site's criminal background checks procedure. Student candidates whose records show an adverse finding will be subject to review by the School Site. The School Site may reject any student candidates from the assistantship based upon the information contained in the criminal background check.

9. REGULATORY COMPLIANCE. Kean University and the School Site agree that each shall comply with all applicable requirements of municipal, county, state and federal authorities, all applicable municipal and county ordinances and regulations, and all applicable state and federal statutes and regulations now or hereafter in force and effect to the extent that they directly or indirectly bear upon the subject matters of this Agreement. These include, without limitation, the applicable requirements under any State fair employment practices or similar laws declaring discrimination in employment based upon race, color, creed, religion, sex, sexual preference or national origin as illegal and, if applicable, Title VII of the Civil Rights Act of 1964 or any applicable rule or regulation promulgated pursuant to any such laws herein above described.

10. INSURANCE. Insurance requirements for Kean University, the School Site and student candidates are as follows:

10.1 Kean University. Kean University is a public higher education institution in the State of New Jersey. Any agreement signed and entered into on behalf of the State of New Jersey is subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 through 59:12-3 and the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1 through 59:13-10 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 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 premises should be referred for handling to the New Jersey Division of Law, Tort Litigation Section, Richard J. Hughes Justice Complex, Trenton, P.O. Box 116, New Jersey 08625. The State of New Jersey self-funds for Workers' Compensation and Disability.

10.2 The School Site. The School Site will provide general liability coverage for itself, its employees, agents and officers, with minimum limits of coverage of \$2,000,000 per occurrence and \$4,000,000 in the aggregate. Upon request, the School Practicum Site shall provide Kean University with documentation of such insurance coverage.

10.3 Student Candidates. Student candidates are required to be covered by professional liability insurance in the amount of \$2,000,000 per occurrence and \$4,000,000 aggregate limits. Student candidates are required to submit proof/documentation of this insurance coverage to the university/program/assistantship supervisor.

11. INDEPENDENT CONTRACTOR. Both the School Site and Kean 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 the School Site and Kean University. Each of the parties to this Agreement shall continue to be autonomous and shall be governed independently by their respective governing boards and administrations. Neither party hereto, nor their respective employees, shall be construed to be the agent, employees or representative of the other.

12. CONFIDENTIALITY. Both Kean University and the School Site shall at all times comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time, including the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), if applicable, standards of The Joint Commission (TJC), and educational and medical records policies and guidelines established and approved by the School Site, which shall be made available to the University’s student candidates.

13. NO DISCRIMINATION. Kean University and the School Site mutually agree that no student candidates or student clients shall be discriminated against on the basis of race, creed, color, national origin, nationality, ancestry, age, sex/gender, pregnancy, marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability for the purposes of this Agreement.

14. NO WAIVER. The waiver or failure of either party to exercise any right provided for herein shall not be deemed a waiver of any further right hereunder.

15. ENTIRE AGREEMENT. This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties with respect to the services of the School Site or Kean University, and this Agreement contains all the covenants and agreements between the parties with respect to this affiliation agreement. The Parties agree that no oral representations or written representations, other than contained herein, were relied on by the parties, or form additional terms of this Agreement.

16. MODIFICATION. The Parties may from time to time request changes to the terms in this Agreement. Such changes shall be valid only if incorporated as a written amendment to this Agreement and executed by the authorized representatives of the Parties.

17. ASSIGNMENT. The duties and obligations of each of the parties hereto shall be deemed personal and unique. This Agreement and the duties and obligations of the parties hereunder shall not be assigned to any other person, firm or corporation without the prior written consent of the other party.

18. GOVERNING LAW. 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, Law Division, and consent to same.

19. SEVERABILITY. If any provision of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby.

20. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

To the SCHOOL SITE:

Township of Union Public Schools

2369 Morris Ave. Union, NJ 07083



To Kean University:

Kean University
1000 Morris Avenue
Union, NJ 07083

21. PDF SIGNATURES. Signatures to this Agreement transmitted by facsimile, or electronic mail in “portable document format” (“.pdf”) form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document will have the same effect as physical delivery of the paper document bearing the original signature.

IN WITNESS WHEREOF, this Agreement is executed by the duly authorized officers of the Parties.

KEAN UNIVERSITY:

By: _____ Date: _____

Name (Print): _____ Title: _____

SCHOOL DISTRICT:

By: _____ Date: _____

Name (Print): _____ Title: _____

Name(s) of Graduate Assistantship Candidates:

APPENDIX A

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS (NASP) PRACTICE MODEL

<https://www.nasponline.org/standards-and-certification/nasp-2020-professional-standards-adopted/nasp-2020-domains-of-practice>

DOMAIN 1 DATA-BASED DECISION MAKING

School psychologists understand and utilize assessment methods for identifying strengths and needs; developing effective interventions, services, and programs; and measuring progress and outcomes within a multitiered system of supports. School psychologists use a problem-solving framework as the basis for all professional activities. School psychologists systematically collect data from multiple sources as a foundation for decision-making at the individual, group, and systems levels, and they consider ecological factors (e.g., classroom, family, and community characteristics) as a context for assessment and intervention.

DOMAIN 2 CONSULTATION AND COLLABORATION

School psychologists understand varied models and strategies of consultation and collaboration applicable to individuals, families, groups, and systems, as well as methods to promote effective implementation of services. As part of a systematic and comprehensive process of effective decision making and problem solving that permeates all aspects of service delivery, school psychologists demonstrate skills to consult, collaborate, and communicate effectively with others.

DOMAIN 3 ACADEMIC INTERVENTIONS AND INSTRUCTIONAL SUPPORTS

School psychologists understand the biological, cultural, and social influences on academic skills; human learning, cognitive, and developmental processes; and evidence-based curricula and instructional strategies. School psychologists, in collaboration with others, use assessment and data collection methods to implement and evaluate services that support academic skill development in children.

DOMAIN 4 MENTAL AND BEHAVIORAL HEALTH SERVICES AND INTERVENTIONS

School psychologists understand the biological, cultural, developmental, and social influences on mental and behavioral health, behavioral and emotional impacts on learning, and evidence-based strategies to promote social-emotional functioning. School psychologists, in collaboration with others, design, implement, and evaluate services that promote resilience and positive behavior, support socialization and adaptive skills, and enhance mental and behavioral health.

DOMAIN 5 SCHOOL WIDE PRACTICES TO PROMOTE LEARNING

School psychologists understand systems structures, organization, and theory; general and special education programming; implementation science; and evidence-based, school-wide practices that promote learning, positive behavior, and mental health. School psychologists, in collaboration with others, develop and implement practices and strategies to create and maintain safe, effective, and supportive learning environments for students and school staff.

DOMAIN 6 SERVICES TO PROMOTE SAFE AND SUPPORTIVE SCHOOLS

School psychologists understand principles and research related to social-emotional well-being, resilience and risk factors in learning, mental and behavioral health, services in schools and communities to support multitiered prevention and health promotion, and evidence-based strategies for creating safe and supportive schools. School psychologists, in collaboration with others, promote preventive and responsive

services that enhance learning, mental and behavioral health, and psychological and physical safety and implement effective crisis prevention, protection, mitigation, response, and recovery.

DOMAIN 7 FAMILY, SCHOOL, AND COMMUNITY COLLABORATION

School psychologists understand principles and research related to family systems, strengths, needs, and cultures; evidence-based strategies to support positive family influences on children's learning and mental health; and strategies to develop collaboration between families and schools. School psychologists, in collaboration with others, design, implement, and evaluate services that respond to culture and context. They facilitate family and school partnerships and interactions with community agencies to enhance academic and social-behavioral outcomes for children.

DOMAIN 8 EQUITABLE PRACTICES FOR DIVERSE STUDENT POPULATIONS

School psychologists have knowledge of individual differences, abilities, disabilities, and other diverse characteristics and the impact they have on development and learning. They also understand principles and research related to diversity in children, families, schools, and communities, including factors related to child development, religion, culture and cultural identity, race, sexual orientation, gender identity and expression, socioeconomic status, and other variables. School psychologists implement evidence-based strategies to enhance services in both general and special education and address potential influences related to diversity. School psychologists demonstrate skills to provide professional services that promote effective functioning for individuals, families, and schools with diverse characteristics, cultures, and backgrounds through an ecological lens across multiple contexts. School psychologists recognize that equitable practices for diverse student populations, respect for diversity in development and learning, and advocacy for social justice are foundational to effective service delivery. While equality ensures that all children have the same access to general and special educational opportunities, equity ensures that each student receives what they need to benefit from these opportunities.

DOMAIN 9 RESEARCH AND EVIDENCE-BASED PRACTICE

School psychologists have knowledge of research design, statistics, measurement, and varied data collection and analysis techniques sufficient for understanding research, interpreting data, and evaluating programs in applied settings. As scientist practitioners, school psychologists evaluate and apply research as a foundation for service delivery and, in collaboration with others, use various techniques and technology resources for data collection, measurement, and analysis to support effective practices at the individual, group, and/or systems levels.

DOMAIN 10 LEGAL, ETHICAL AND PROFESSIONAL PRACTICE

School psychologists have knowledge of the history and foundations of school psychology; multiple service models and methods; ethical, legal, and professional standards; and other factors related to professional identity and effective practice as school psychologists. School psychologists provide services consistent with ethical, legal, and professional standards; engage in responsive ethical and professional decision-making; collaborate with other professionals; and apply professional work characteristics needed for effective practice as school psychologists, including effective interpersonal skills, responsibility, adaptability, initiative, dependability, technological competence, advocacy skills, respect for human diversity, and a commitment to social justice and equity.

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

<https://www.kean.edu/media/academic-integrity-policy>

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

Standards for the Credentialing of School Psychologists

<https://www.nasponline.org/standards-and-certification>

Professional Ethics

<https://www.nasponline.org/standards-and-certification/professional-ethics>

American Psychological Association

Ethical Principles of Psychologists and Code of Conduct

<https://www.apa.org/ethics/code/index.aspx>

