

Northwest Missouri State University
School of Education
Office of Educational Field Experiences

**Field Experience and Student Teaching Agreement with
Cooperating School District**

This document shall serve as an agreement between the Board of Regents for Northwest Missouri State University's School of Education (the "University") and the Clarinda School District (the "District").

Whereas, the University's curriculum requires certain students to spend time observing classroom instruction by certified teachers ("Field Experiences"); and ("Student Teaching")

Whereas, the University's curriculum requires teaching candidates to complete a student teacher experience working under the supervision of a certified teacher ("Student Teaching"); and

Whereas, the District wishes to aid in the educational development of the University's students and is willing to make its premises and certified teachers available for Field Experiences and Student Teaching; and

Whereas, the parties wish to document the guidelines, policies, and procedures for the placement of University students in Field Experiences and Student Teaching within the District;

Now, therefore, the parties agree as follows:

I. Authorized Representatives

- A. With respect to all matters addressed in this Agreement, the University shall be represented by the Director of the Office of Field Experiences and/or his/her designee.
- B. With respect to all matters addressed in this Agreement, the District shall be represented by the Superintendent and/or his/her designee.

II. Field Experiences

- A. The District will accept University students for Field Experiences (a "Teacher Candidate") for the times and durations set forth by the University and agreed to by the District. The District reserves the right to accept only the number of Teacher Candidates it deems to be feasible in light of available District faculty at any given time. The District reserves the right not to accept any particular Teacher Candidate.
- B. Any Teacher Candidate placed with the District for a Field Experience must comply with all of the District's rules, policies, procedures, and directives as may be provided to the Teacher Candidate.

- C. Field Experience placements will be made under the following categories:
1. Early Field Experience - Field Experience Candidate required to observe classroom instruction of a certified teacher for at least 30 hours.
 2. Department Assigned Experiences - Individually-assigned field experiences by the various departments of the University, with the number of hours to vary.
 3. Practicum in Secondary Instruction -Teacher Candidate required to observe classroom instruction of a certified teacher for 45 hours with the planning and teaching of mini-lessons.
 4. Graduate Practicum and / or Internship – These Field Experiences are required for our Education Leadership Programs. Hours may vary depending on the course / program.
- D. The District will place Teacher Candidates / Interns with a certified teacher or a certified administrator.
1. For Early Field Experience, the District will make every effort to place the Teacher Candidate with a certified teacher teaching in the Teacher Candidate's field of interest or a similar field. If such a placement is not possible, the District may place the Teacher Candidate with any available certified teacher.
 2. For Department Assigned Experiences, the District will place the Teacher Candidate with a certified teacher teaching in the requested field of interest unless otherwise approved by the University.
 3. For Practicum in Secondary Instruction, the District will place the Field Experience Candidate with a certified teacher teaching in the Field Teacher Candidate's major field of study. The District will permit the Teacher Candidate to plan and teach mini-lessons.
 4. For Graduate Practicum / Internship, the District will place the Intern with a certified administrator (on-site supervisor).
- E. The Superintendent and/or his/her designee shall establish the procedure for the University to contact the District for the purpose of placing Teacher Candidates. The Director of the Office of Field Experiences and/or his/her designee shall follow the procedure established by the Superintendent.

III. Student Teaching (Culminating Field Experience)

- A. The District will accept University students for Student Teaching (a "Teacher Candidate") for the times and durations set forth by the University and agreed to by the District. The District reserves the right to accept only the number of Teacher Candidates it deems to be feasible in light of available District faculty at any given time. The District reserves the right not to accept any particular Teacher

Candidate.

B. A Teacher Candidate's normal teaching load shall be the same as the certified teacher to whom the candidate is assigned. The Teacher Candidate's other duties shall include, but are not limited to, classroom observation, classroom teaching, development of unit and daily lesson plans, diagnosis of student learning problems, tutoring of students, grading and recording of student assignments, and assistance with record keeping. Additional assignments outside of the confines of the classroom may include, but are not limited to, lunchroom supervision, playground supervision, hallway duty, bus duty, faculty meetings, I.E.P. meetings, professional development meetings, and parent-teacher conferences.

C. The length of Student Teaching shall be as follows:

1. For all undergraduate Teacher Candidates—16 weeks.
2. For all Elementary and SPED Teacher Candidates – Residency Practicum Placement (midlevel field experience) is Monday, Tuesday, Wednesday, and Thursday for 16 weeks followed by a student teaching placement in the same classroom with the same cooperating teacher for 16 weeks.
3. For all Teacher Candidates completing a graduate internship in Student Teaching—12 weeks.
4. For all Teacher Candidates seeking certification in early childhood, early childhood/SPED with double certifications: K-12 art, music, modern language, and physical education—a minimum of a 12-week placement will be needed for one area and a 4-week placement in another area.

D. Teacher Candidates are required to follow the academic calendar of the District.

E. The District shall appoint a certified teacher to supervise each Teacher Candidate (a "Cooperating Teacher"). Cooperating Teachers shall meet the following criteria:

1. The Cooperating Teacher shall be a full-time member of the District's faculty.
2. The Cooperating Teacher must have taught for a minimum of three years and have a minimum Bachelor's Degree.
3. The Cooperating Teacher must be fully certified by the state in which he/she teaches and teach in a field in which he/she holds current certification.
4. The Cooperating Teacher shall have achieved evaluation ratings of proficient (or its equivalency) or higher through the District's approved evaluation system.
5. The Cooperating Teacher shall be an exemplary professional educator.

6. The Cooperating Teacher must approve of having a Teacher Candidate assigned to them.
 7. The Cooperating Teacher is preferred to have earned a Masters Degree.
 8. The Cooperating Teacher must successfully complete MEES Triad Training provided by the NW University Supervisor.
 9. The Cooperating Teacher must complete formative observations and conferences with each teacher candidate at least every three weeks. In addition, the CT will complete a MEES Summative Evaluation of each Teacher Candidate for a summative score.
- F. The University shall compensate the Cooperating Teacher upon the completion of each semester in the amount \$200 or a pro-rata portion thereof as the case may be.
- G. The Director of the Office of Field Experiences and/or his/her designee shall designate an appropriate person to supervise the Teacher Candidate (the "University Supervisor"). The University Supervisor will guide, counsel, instruct, and supervise Teacher Candidates. The University Supervisor's major responsibilities include, but are not limited to:
1. Conferencing with Cooperating Teachers to whom the Teacher Candidates are assigned about the expectations of the University, the District, and the individual school building's administrator.
 2. Providing the Cooperating Teacher with University resources for supervising a Teacher Candidate.
 3. Serving as the first point of contact for the University.
 4. Monitoring the Teacher Candidate's progress.
 5. Provide Missouri Educator Evaluation System (MEES) Training to the Cooperating Teacher. Both the University Supervisor and the Cooperating teacher will formally observe, critique and conference with the Teacher Candidate on at least five formative observations and one summative observation.
 - 6.
 7. Providing frequent feedback to the Teacher Candidate and Cooperating Teacher regarding progress, problems, and recommendations.
 8. Being available to address the needs of both the Teacher Candidate and the Cooperating Teacher.
 9. Following consultation with the Cooperating Teacher, issuing a final grade to the Teacher Candidate.
- H. To the extent permitted by federal, state, and local laws and regulations, and in a manner consistent with the District's confidentiality requirements and policies, the District shall allow the Teacher Candidate access to information, including relevant documentation and reports.

- I. The Superintendent and/or his/her designee shall establish the procedure for the University to contact the District for the purpose of placing Teacher Candidates. The Director of the Office of Field Experiences and/or his/her designee shall follow the procedure established by the Superintendent.

IV. Removal of Field Experience and Student Teaching Candidates

Either the District or the University may remove a Teacher Candidate from their placement due to the candidate's lack of competency, failure to comply with the District's rules or policies, failure to comply with the University's rules or policies, failure to comply with federal, state, or local laws and regulations, or in the event that the District or the University reasonably believes it is not in the best interest of the candidate or the students of the District for the candidate to continue in his/her placement. If the District requests the removal, it shall provide written reasons for the removal to the Director of the Office of Field Experiences.

V. FERPA

Prior to the start of their placement, the University shall provide training to Teacher Candidates and Student Teaching Candidates concerning the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") and its implementing regulations. As part of this training, the University shall instruct candidates of their legal obligation to comply with FERPA and its implementing regulations with respect to confidential information the candidate encounters during his/her Field Experience or Student Teaching as the case may be.

VI. Background Checks

For each Field Experience Candidate and Teacher Candidate, the University shall cause to be performed and provide to the District a criminal background check and family care safety registry check (the "Background Checks") that comply with the minimum requirements set by the Missouri Department of Elementary and Secondary Education. The University shall cause the results of the Background Checks to be provided to the District not less than [INSERT MONTHS] prior to the start date of a particular candidate's Field Experience or Student Teaching. Prior to submitting the results of the Background Checks to the District, the University shall review the results and exclude from participation any candidate whose Background Check would preclude the candidate from serving in the planned Field Experience or Student Teaching.

VII. Non-Discrimination

The University and the District actively follow a policy of nondiscrimination in regard to age, race, color, religion, sex, national origin, sexual orientation, marital status, Vietnam Era veterans, persons with handicaps and disabilities, and any other status protected by law. This policy applies to the awarding of student financial aid, and the recruitment, admission, housing, placement and retention of students, faculty and staff. The University and the District shall comply with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964 regarding race, color, national origin, religion and sex discrimination; Title IX of the Education Amendments Act of 1972 regarding sex

discrimination; the Americans with Disabilities Act as amended by the ADA amendments Act; Section 504 of the Rehabilitation Act of 1973 regarding discrimination based on disabilities and handicaps; the Age Discrimination in Employment Act; the Missouri Human Rights Act; and other applicable federal, state, and local laws and regulations concerning nondiscrimination.

VIII. Compliance With Other Law

The University and District shall comply with all federal, state, and local laws and regulations that are applicable to the subject matter of this Agreement.

IX. Applicable Law

This Agreement shall be governed by and construed in accordance with the law of the State of Missouri and federal law.

X. Severability

In the event any provision of this Agreement is held by a court to be illegal, void, or otherwise unenforceable, all other provisions of this Agreement shall continue in full force and effect to the maximum extent permitted by law.

XI. Non-Waiver

The failure of either party to enforce one or more provisions of this Agreement with respect to any particular breach shall not be deemed or construed to constitute a waiver of any other breach of this Agreement.

XII. Merger

This Agreement constitutes the entire understanding and agreement of the parties with respect to the subject matter contained herein and supersedes all prior agreements concerning the same subject matter, whether written or oral. This Agreement may be modified only by a writing signed by both parties.

XIII. Term/Termination

The term of this Agreement shall be a period of three years, commencing on _____ and ending _____. Either party may terminate this Agreement upon 30 days written notice. However, in the event either party terminates the Agreement, Field Experience Candidates and Teacher Candidates that have already been placed shall be permitted to complete their placement unless the candidate is otherwise removed pursuant to Section IV of this Agreement. Any extension of the term of this Agreement shall be in a writing executed by both the University and the District.

IN WITNESS THEREOF, the parties hereto have entered in this Agreement as of the later date of the signatures below.

The University

By: _____

Provost

Date: _____

The District

By: _____

Superintendent or Designee