

Eastern Washington University  
MEMORANDUM OF AGREEMENT

***Concerning Practicum and Student Teaching Field Experiences***

This agreement, made and entered into by and between the University, hereafter called the “University,” and the Stanwood-Camano School District, #401, hereafter called the “District,” is for the purpose of providing cooperative arrangements for practicum and student teaching field experiences for teacher education candidates.

**I. THE UNIVERSITY AGREES:**

- A. That in accordance with RCW 28A.410.010 and Chapter 43.43.830, pre-service teachers’ fingerprint and character clearance must remain current at all times during the field experiences. Candidates may not be placed in a field experience in the District without such clearance through the Washington State Patrol and FBI and until the Office of Professional Practices of the State Superintendent of Public Instruction has notified the University that the candidate has such clearance.
- B. All student teaching placements are based on a collaborative model of internship in which the candidate and cooperating teacher work together to plan, instruct, and assess student progress.
- C. Field experiences are integrated throughout the preparation program and should include experience with diverse populations in a variety of settings.
- D. Candidates will not be placed in settings in which personal relationships or previous experiences could interfere with objective evaluation of candidates.
- E. Field experiences are performance-based and candidates are expected to demonstrate a positive impact on P-12 student learning.
- F. Candidates are under the supervision of a Cooperating Teacher (CT) with the appropriate qualifications.
- G. To ensure that candidates and Field Supervisors (FS) assigned to the candidate adhere to District standards, policies, and regulations. The University will enforce these standards, policies, and regulations where necessary.
- H. The number of hours/days spent by a candidate in the District is determined by University requirements, but reflects the following:
  1. Practicum: Part time experiences with various time requirements depending on program and course. Specific hours/days will be conveyed during time of placement request.

2. Student Teaching: Internship length varies by program, but reflects these general parameters:
    - A minimum of 450 hours – of direct planning, instruction, and reflection on hands-on immersive teaching experiences – to follow the district’s schedule.
- I. Supervision – FS Qualifications. The FS will meet the following qualifications:
1. Compliant with all district standards, policies, and regulations.
  2. Experience in the appropriate educational field.
  3. M.Ed. in Education or Master’s degree in a related field.
  4. Experience supervising and/or evaluating peers or candidates in the field, and/or instructional coaching with adult learners.
  5. Experience and/or education which demonstrates knowledge of data-driven instruction, best practices, positive impact on P-12 student learning
  6. Ability to objectively evaluate and observe candidate on a regular basis throughout the experience.
- J. Supervision – FS Responsibilities/Duties. The FS will be responsible for the following:
1. Meet with the CT and candidate to clarify roles, responsibilities, evaluation forms, etc.
  2. Discuss continuum of increased responsibility for teaching and planning with CT and candidate to map out initial timeline.
  3. Observe/conference with candidate for practicum experiences per assigned number of observations, and for student teacher experience weekly.
  4. Review candidate teaching plans and long-range planning.
  5. Evaluate and mentor education candidates in the field using criteria based on best practices.
  6. Provide candidate with valuable feedback in enhancing their professional practice, identify goals for improvement, and provide resources as needed.
  7. Support education candidates in providing instruction that aligns with state standards and meets students' needs.
  8. Coordinate completion of mid-term and final evaluations (completed in collaboration with CT).
  9. Support candidate and CT in completion of Teacher Performance Assessment.
  10. Keep the Office of Field Experience (OFE) Director informed of any concerns regarding the candidate.
  11. Maintain current Washington State Patrol background clearance facilitated through Eastern Washington University.
  12. Maintain regular and effective communication with colleagues, candidates, administration, and participating teachers.
  13. Submit all paperwork to OFE in a timely fashion.
- K. To provide remuneration to the CT who supervises a student teaching candidate and to the principal or other supervising personnel for whom definite administrative

services are rendered. All such remuneration will be prearranged and delivered directly to the supervising personnel of the District. If the candidate does not complete the term, the stipend will be paid proportionately to the extent of services performed during the term. Describe:

For Undergraduate Program:

1. A CT with a student teacher receives an honorarium of \$125.00.
2. If a CT shares the candidate with another CT, each will receive an amount proportional to their assignment with the candidate.
3. School Administrator receives an honorarium of \$25.00 per student teacher in the building.

For Master's in Teaching (MIT) program:

1. A CT with a teaching candidate receives an honorarium of \$100.00 for each of the two practica experiences before student teaching.
2. A CT with a student teacher receives an honorarium of \$200.00.
3. If a CT shares the candidate with another CT, each will receive an amount proportional to their assignment with the candidate.
4. School Administrator receives an honorarium of \$25.00 per student teacher in the building.

L. To provide the CT:

For Undergraduate Program:

1. A total of 10 continuing education credits for the nine hour per week practicum (EDUC 338/339, EDUC 341) supervised per WAC 181-85-033(3).
2. A total of 10 continuing education credits for the student teaching internship supervised per WAC 181-85-033(3).
3. A total of 20 Professional Development clock hours may be available for completion of the student teaching mentor/coach module.

For MIT Program:

4. A total of 10 continuing education credits for the practicum supervised that occurs prior to student teaching per WAC 181-85-033(3).
5. A total of 10 continuing education credits for the student teaching internship supervised per WAC 181-85-033(3).
6. A total of 20 Professional Development clock hours may be available for completion of the student teaching mentor/coach module.

M. To provide CTs with practicum and/or internship materials and mentor/coach training.

- N. To be responsible, in cooperation with the CT to whom the candidate is assigned, for the midterm and final evaluation of the candidate.
- O. To meet as needed with District and University personnel to plan, evaluate, and modify the student teacher program and field experiences.
- P. To provide the District with appropriate information about each candidate's academic profile, professional interests, and background.

## **II. THE DISTRICT AGREES:**

- A. To provide classroom resources and related educational services to candidates in practicum or student teaching experiences.
- B. To assist/cooperate in the collection of data/research which help the University evaluate its programs and potential success of its candidates.
- C. To insure that candidates are treated as professionals and follow all rules and regulations established by the District. It will be the District's responsibility to see that candidates are made aware of such rules and regulations. The District may remove a candidate from placement for violating such rules and regulations or for such actions the District views as detrimental to the students in the classroom. The University will be consulted before final action is taken.
- D. The candidates will not be used as substitute teachers, unless they have received an Intern Substitute Certificate per WAC 180-79A-231(6) and Eastern Washington University Intern Substitute Policy, which allow them to substitute only in the classroom where assigned and if such certificate is supported by the district.
- E. That the administrator in charge of approving assignment of Cooperating Teachers with candidates will only approve CTs who have had mentoring or coaching training or who are willing to complete the university-provided mentor/coaching training.
- F. That the administrator in charge of approving assignment of Cooperating Teachers with candidates will only approve CTs who meet the below qualifications and requirements/duties.
- G. CT Qualifications. The CT will meet the following qualifications:

1. Are fully certified school personnel and have a minimum of three years successful full-time teaching experience per WAC 181-78A-264 (C) Standard 4, Clinical Practice.
2. Trained in coaching and/or mentoring adults or is willing to complete the university-provided on-line mentoring module.
3. Identified as instructional leaders, are willing and capable of mentoring teacher candidates.
4. Hold certification for the area in which they are teaching (i.e., have highly qualified designation) and in which the candidate will be endorsed and assigned.
5. Exemplify excellence in teaching by demonstrating a positive impact on student learning.
6. Interested in supervising pre-service candidates as part of their responsibility to the profession.
7. Strong communicator and can work as an effective team member with the administration and University supervisor.
8. Knowledgeable of current best practices.
9. Committed to spending time with the candidate in planning and evaluation.
10. Sensitive to, and appreciative of, all children's exceptionalities and ethnic, cultural, and language diversities.
11. Sensitive to the needs of a beginning teacher, such as the need to experiment with teaching techniques suggested in University courses and/or by the FS.

H. CT Responsibilities/Duties. The CT will be responsible for the following:

1. Become familiar with internship requirements through review of Student Teaching Handbook.
2. If without mentoring/coaching training, take the university-provided mentor/coach training.
3. Accept the candidate as a professional colleague.
4. Introduce the candidate to students as a professional member of the classroom teaching team.
5. Acquaint the candidate with appropriate school and district policies and procedures, school personnel, materials, resources, and programs.
6. Schedule regular weekly mentoring/coaching time with candidate.
7. Engage in specific and planned activities with the candidate.
8. Review candidate daily and long-range unit/lesson plans.
9. Participate in evaluating the candidate's progress with FS through completion of the mid-term and final evaluations.
10. Contact FS and/or OFE Director with concerns, questions, changes, etc.
11. Collaborate with candidate and FS in the establishment of a schedule for expanding teaching responsibilities.
12. Encourage the candidate to be creative and try new strategies; recognize that the candidate may need to organize the teaching/learning within the classroom in a different manner.
13. Be prepared to provide time for the candidate to be left in complete charge of the classroom.

12. Participate in the student teacher's preparation and completion of the edTPA (Teacher Performance Assessment required by Washington State).
  14. Toward the end of the internship, provide candidate with opportunities to observe other classrooms.
  15. Are reviewed annually by faculty on their effectiveness of mentor preparation and communication.
- I. School Administrator Responsibilities/Duties. The administrator will be responsible for the following:
1. Welcome the candidate to the building and insure he/she is cognizant of established school and district policies, regulations, and rules.
  2. Observe the candidate on one or more times and provide written or verbal feedback.
  3. Assist in the resolution of any problem that may arise and, when necessary, assist the FS and CT in counseling a candidate.
  4. Contact, in advance if possible and appropriate, the OFE director prior to removing any candidate whose performance, attitude, or behavior is clearly inadequate or inappropriate for the situation.
  5. Provide support to the candidate, CT, and FS.

### **III. IT IS MUTUALLY AGREED THAT:**

- A. The District and the University will be responsible for jointly assigning practicum and student teaching candidates, selecting cooperating teachers (CTs), and planning the candidate's program of experience. The District or University reserves the right to terminate any field experience. If the District desires to terminate an assignment, personnel agree to consult with the University before taking action or as soon thereafter as possible.
- B. Candidates will not be placed in settings in which personal relationships or previous experiences could interfere with objective evaluation of candidate.
- C. In assigning candidates to field experiences, it is recognized that it may be desirable for the candidate to work with more than one CT and in more than one field.
- D. Each party, shall be responsible for any and all claims, injuries, damages, losses, or suits including attorney fees arising out of injuries and damages caused by the negligence of its own officers, officials, employees, and volunteers.
- E. The District shall maintain commercial general liability insurance, or its equivalent self-insurance, with liability limits of no less than \$1,000,000 per occurrence. Eastern Washington University is covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.), and claims against Eastern

Washington University and its employees, officers, and agents in the performance of their duties and this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130. Each party agrees to provide a certificate of insurance or statement of self-insurance upon request of the other party.

- F. This agreement shall be for three years, beginning upon full execution. This agreement may be renewed for additional periods if approved by both parties in writing. Notwithstanding the term stated, this agreement may be renewed and amended at the end of each school year. The University reserves the right to cancel this agreement at any time in the event funds are not appropriated by the Washington Legislature for its teacher preparation program.
- G. This agreement constitutes the entire agreement between the aforementioned parties, and supersedes prior oral or written agreements, commitments, or understandings concerning the matters provided for in this agreement.

**IN WITNESS WHEREOF**, this agreement has been executed by and on behalf of the parties upon approval of their designated representatives.

DISTRICT REPRESENTATIVE:  
Stanwood-Camano School District, #401

FOR THE UNIVERSITY:  
UNIVERSITY

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SIGNED                      DATE

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SIGNED                      DATE

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