



MEMORANDUM OF AGREEMENT

Concerning Practicum and Student Teaching Field Experiences

This agreement, made and entered into by and between Western Washington University, hereafter called the "University," and the Lakewood School District #306, hereafter called the "District," is for the purpose of providing cooperative arrangements for co-teaching based 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, co-teaching 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 University Intern Coordinator (UIC)) 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:
 - Elementary Program – Year Long (Quarter 1 & 2 part-time; Quarter 3 full-time).
 - Special Education – One quarter, 10 – 14 weeks depending on term.
 - Special Education, Elementary Dual-Endorsement – each internship requires a one quarter, 10 – 14 weeks depending on term, experience.
 - Secondary Education – One semester (fall/winter or winter/spring) to follow the district’s semester schedule.

I. Supervision – UIC Qualifications. The UIC will meet the following qualifications:

1. Compliant with all district standards, policies, and regulations.
2. Experience in the appropriate educational field.
3. Bachelor’s Degree plus graduate credits and teacher/administrator certification.
4. Evidence of accomplished P-12 teaching plus references.
5. Evidence of successful supervision of interns/certificated staff.
6. Collaborative team member with cooperating teachers in evaluating the candidate.
7. Knowledge of current best practices.
8. Strong communicator.
9. Able to objectively evaluate and observe candidate on a regular basis throughout the experience.

J. Supervision – UIC Responsibilities/Duties. The UIC 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 no less than 12 hours during the internship.
4. Review candidate teaching plans and long-range planning.
5. Provide candidate with valuable input in enhancing their professional practice, identify goals for improvement, and provide resources as needed.
6. Coordinate completion of mid-term and final evaluations (completed in collaboration with CT).
7. Support candidate and CT in completion of Teacher Performance Assessment.

8. Keep OFE Director informed of any concerns regarding the candidate.
 9. 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:
1. A CT with a one quarter candidate receives an honorarium of \$175.00.
 2. A CT with a one semester candidate receives an honorarium of \$225.00.
 3. A CT with a year-long candidate receives an honorarium of \$325.00.
- If a CT shares the candidate with another CT, each will receive an amount proportional to their assignment with the candidate.
- L. To provide the CT:
1. A total of 10 continuing education credits (equals 1 higher education credit) for each individual practicum and/or internship supervised per WAC 181-85-033(3).
 2. A total of 23 Professional Development clock hours for completion of the online student teaching mentoring module.
- M. To provide CTs with practicum and/or internship materials and on-line mentoring training module.
- 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) 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 on-line mentoring module.
- 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. Highly qualified designation under No Child Left Behind (NCLB), and willing and capable of mentoring a student teaching.
 2. Per WAC 180-78-170 (5) a minimum of three years full-time teaching experience.
 3. Hold certification for the area in which they are teaching and in which the candidate will be endorsed and assigned.
 4. Exemplify excellence in teaching by demonstrating a positive impact on student learning.
 5. Interested in supervising pre-service candidates as part of their responsibility to the profession.
 6. Strong communicator and can work as an effective team member with the administration and University supervisor.
 7. Knowledgeable of current best practices.
 8. Committed to spending time with the candidate in planning and evaluation.
 9. Sensitive to, and appreciative of, all children's exceptionalities and ethnic, cultural, and language diversities.
 10. 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 UIC.
 11. Trained in coaching and/or mentoring adults or is willing to complete the university-provided on-line mentoring module.
- H. CT Responsibilities/Duties. The CT will be responsible for the following:

1. Become familiar with internship requirements through review of Cooperating Teacher Handbook.
 2. If without mentoring/coaching training, take the university-provided program mentoring module.
 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 co-teaching activities with the candidate.
 8. Review candidate daily and long-range unit/lesson plans.
 9. Participate in evaluating the candidate's progress with UIC through completion of the mid-term and final evaluations.
 10. Contact UIC and/or OFE Director with concerns, questions, changes, etc.
 11. Collaborate with candidate and UIC 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.
 14. Toward the end of the internship, provide candidate with opportunities to observe other classrooms.
- 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 UIC 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 UIC.

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. Each party shall maintain commercial general liability insurance, or its equivalent self-insurance, with liability limits of no less than \$1,000,000 per occurrence. 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 September 1, 2012. 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.

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

DISTRICT REPRESENTATIVE:
LAKEWOOD SCHOOL DISTRICT #306

 1/2/2013
SIGNED DATE

Joyce D. Scott
TYPED NAME
Director, HR + Learning Support Services

FOR THE UNIVERSITY:
WESTERN WASHINGTON UNIVERSITY

 1.10.13
SIGNED DATE

Catherine A. Riordan
TYPED NAME
Provost, Vice President for Academic Affairs
TITLE

APPROVED AS TO LEGAL FORM:

Approval on File 7/26/2012
Lisa E. Wochos Date
Assistant Attorney General