Northwest Missouri State University  
College of Education & Human Services  
Office of Educational Field Experiences

Field Experience and Student Teaching Agreement with  
Cooperating School District

This document shall serve as an agreement between Northwest Missouri State University's College of Education & Human Services (referred herein as the University) and the Jefferson C-123 School District (referred herein as the District) pertaining to Field Placements and Student Teaching Placements with the District.

This agreement is intended to provide guidelines, policies, and procedures for the placement of NWMSU students in Field Experiences and in Student Teaching within the Cooperating District.

The University shall be represented in all matters relating to Field Placements and Student Teaching by the Director of Field Experiences and/or his/her appointed representative(s).

The District shall be represented by the Superintendent of Schools (referred herein as the Superintendent) and/or his/her representative(s).

I. Field Experience Students in the Cooperating District

A. The University is responsible for ensuring that each NWMSU Student, prior to beginning their Field Experience or Student Teaching Placement, shall have undergone a successful Background Check through the designated vendor of the Missouri Department of Elementary and Secondary Education.

B. The NWMSU Student will be required to comply with all of the District's rules, policies, procedures, and directives as may be provided to them.

C. The District, under the terms and conditions of the Memorandum of Understanding, will accept NWMSU students for Field Placements for 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 students it deems to be feasible in light of available District faculty at any given time and reserves the right to not accept a student.

1. Field Experience placements will be made under the following categories:
   a. Introductory Field Experience—NWMSU Students required to observe classroom instruction of Certified Teacher for at least 30 hours.
   b. Department Assigned Experiences—Individually assigned Experiences by the various departments. The number of hours will vary.
   c. Practicum in Secondary Instruction—NWMSU Students required to observe classroom instruction of a Certified teacher for 45 hours with the planning and teaching of 3 mini-lessons.
D. The District will place Field Experience Students with a Certified Teacher.

1. For Introductory Field Experience (30-hour observation), every effort should be made to place the NWMSU Student with a teacher at or near the students area of request. If such a placement is not possible, the student may be placed with any available Certified Teacher.

2. For Department Assigned Experiences, if the NWMSU Student can be placed in the District, they must be placed within the requested observation area unless otherwise approved by the University.

3. For Practicum in Secondary Instruction (45-hour observation) the Student must be placed in the requested major field. The NWMSU Student must plan and teach 3 mini-lessions.

E. The Superintendent and/or his/her designee shall establish the procedure of whom the University shall contact for the purpose of placing students for Field Placements. The Office of Field Experiences shall work solely through that/those person(s) or appointed representatives.

F. The Cooperating School District and the University shall comply with all legal requirements of the American’s With Disabilities Act as may apply.

II. Teacher Candidates in the Cooperating District

A. The District, under the terms and conditions of this Memorandum of Understanding, will accept NWMSU Teacher Candidates for Student Teaching. The District reserves the right to accept only the number of Teacher Candidates for which they have available and qualified faculty at any given time and reserves the right to not accept a Teacher Candidate.

1. A Teacher Candidate’s normal teaching load shall be the same as the Cooperating Teacher to which they are assigned. 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.

2. Minimum Length of Student Teaching Placements shall be:
   a. 16 Weeks—All undergraduate Teacher Candidates.
   b. 10 Weeks—Graduate students and students doing Graduate Internship in Student Teaching.
   c. All Special Education, Early Childhood, Elementary/Early Childhood with double certifications, as well as K-12 Art, Music, Modern Language and Physical Education shall have dual placements of 8 weeks in each placement.

3. Teacher Candidates are required to follow the calendar of the District rather than the University Calendar.

B. The Office of Field Experiences shall designate an appropriate person to serve as a University Supervisor for the Teacher Candidate. The University Supervisor will
guide, counsel, instruct, and supervise Teacher Candidates. Some of the University Supervisor’s major responsibilities are:

1. Conference with the Cooperating Teacher(s) about the expectations of the University, the District, and those of the individual school building’s during student teaching.
2. Guide the Cooperating Teacher to University resources for supervising a Teacher Candidate.
3. Serve as the first point of contact with the University.
4. Monitor the Teacher Candidate’s Progress.
5. Observe, critique, and conference with the Teacher Candidate at least three times during the Student Teaching placement.
6. Provide frequent feedback to the Teacher Candidate and Cooperating Teacher regarding progress, problems and recommendations.
7. Establish availability to address the needs of both the Teacher Candidate and the Cooperating Teacher.
8. Following consultation with the Cooperating Teacher, issue a final grade to the Teacher Candidate.

C. The Superintendent or his/her designee shall assign a contact for Student Teaching Placements. The Office of Field Experience shall work solely through the District’s contact or appointed representative.

D. The District shall appoint a Cooperating Teacher for each Teacher Candidate placed in Student Teaching. The University shall be responsible to compensate the Cooperating Teacher upon the completion of the semester in the form of a stipend of $100 or a portion thereof. Missouri Department of Elementary and Secondary Education and Northwest Missouri State University regulations require that Cooperating Teachers 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 been employed by the District for at least one year.
3. The Cooperating Teacher must be fully certified by the State of Missouri and teach in an area in which they hold current certification.
4. The Cooperating Teacher shall have achieved evaluation ratings of proficient (or its equivalency) or higher through the district’s PBTE. They shall be an exemplary professional educator.
5. The Cooperating Teacher must approve of having a Teacher Candidate assigned to them.

E. Subject to applicable laws 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.

F. Either the District or the University may remove a Student from a Field Experience Placement or a Teacher Candidate Placement for lack of competency, failure to comply with the District’s rules or policies or NWMSU’s rules or policies, or for any other reason where either party reasonably believes that it is not in the best interest of the Field Observer Placement Student, the Teacher Candidate, or the Students of the
District to continue the placement. If the District requests the removal, they shall provide written reasons for the withdrawal to the Director of Field Experiences.

III. 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 and persons with handicaps and disabilities. 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 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 and Section 504 of the Rehabilitation Act of 1973 regarding discrimination based on disabilities and handicaps; the Age Discrimination in Employment Act; and other state and federal laws and regulations.

IV. Term/Termination

The term of this Memorandum of Understanding shall be a period of three years, commencing from July 1, 2012 through June 30, 2015. Either party may terminate this agreement upon thirty (30) days written notice, however, the student(s) currently participating in the Program shall be permitted to complete the program. An extension of the term of the Memorandum of Understanding shall be in writing.

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

Northwest Missouri State University

By: Dr. Joyce Piveral, Dean
    College of Education & Human Services

Date: 9/27/12

Jefferson C-123 School District

By: Superintendent or Designee

Date: 9-21-12