



## Memorandum of Agreement

University of Dayton desires to place its teacher education candidates into District classrooms so that they may perform student teaching and receive other field-based teacher education experiences as required by, but not limited to, the 1998 *Teacher Education and Licensure Standards* promulgated by the State Board of Education in Ohio. The District approves the utilization of its schools for the purpose of providing student teaching and other field-based experiences for teacher education students, and desires to receive and utilize in its classrooms the services of University of Dayton's teacher education students.

This agreement's core values are as follows:

- To provide quality education to preK-12 through teacher preparation.
  - PreK-12 students
  - Preservice educators
- To jointly promote professional development of all educators.
- To function collaboratively as equal partners.
- To seek opportunities for financial and human resources.

### In consideration of these mutual desires, the parties agree as follows:

#### **Orientation and Professional Development**

The University of Dayton shall provide to District teachers who serve as clinical educators for University of Dayton orientation and professional development activities designed to assist University of Dayton's candidates in field-based experiences. Such orientation and professional development activities shall be conducted in the following manner:

#### **Orientation Activities for Field Experiences**

Orientation for Clinical Educators who will supervise University of Dayton candidates during pre-student teaching field-based activities will be conducted by those University of Dayton instructors responsible for placing their teacher education candidates in the District. The orientations will be conducted in various ways (personal interaction, written communication, web, etc.). During the orientations, assessments for the field experiences and responsibilities will be discussed.

#### **Orientation for Clinical Practice (Internship)**

Orientation for Clinical Educators who will supervise University of Dayton candidates during activities related to the internship will be conducted by the Educational Field Office held on-site at University of Dayton and/or by the Coordinators of Licensure Areas off-campus at the respective school districts. These orientations will be held twice a year, prior to each semester's internship. During these orientation meetings, written descriptions of expectations for the experience will be provided as well as expectations of each stakeholder (clinical educator, university liaison, and teacher candidate) will be distributed.

#### **Professional Development Activities**

As needs or desires arise, University of Dayton liaisons in collaboration with District teachers will lead professional development opportunities that are timely and support P-16 learning.

Members of the District may also be provided the following professional development opportunities:

- Access to the library at the University of Dayton.
- Attendance at the University of Dayton's Lecture Series and special events.
- Attendance and opportunities to present at conferences with University of Dayton faculty and/or teacher candidates.
- Opportunities to publish with University faculty.
- Opportunities to conduct seminars for teacher candidates.
- Opportunities to co-teach methods courses.

#### **Placement of Teacher Education Candidates for Field Experience**

Every attempt is made to place candidates in settings that will enable them to fulfill course objectives and required activities. During the teacher education program, candidates should have a variety of experiences that allow them to gain experiences working with diverse students in different settings.

The Educational Field Office at University of Dayton in collaboration with the instructor of record shall be responsible for coordinating with the District designee for the field-based experiences and ongoing activities. The Educational Field Office in consultation with the Licensure Coordinators shall be responsible for coordinating with the District designee for the clinical experience. In collaboration with local school personnel the program coordinator will make the final assignment of candidates. Placements are made according to licensure area, description of the field experience and variety of field experiences (Urban, Suburban, Rural, and Catholic). The clinical educator is provided with information about the candidate, and expectations for the course in which the candidate is enrolled. For the clinical experience, a professional statement written by the candidate is given to the clinical educator. If a University of Dayton teacher candidate is asked to leave a District's classroom, he/she must do so immediately and without question. The EFO should be notified immediately. As instances do arise, the PK-12 learners should be the priority in all instances. Problems should be viewed as isolated

instances and should not affect the entire partnership. In the case where a placement is problematic, the EFO, in collaboration with University Liaison, will communicate with the District and come to a resolution.

### **Selection of Clinical Educators**

The initial request to Districts for Clinical Practice (Internship) placements is made by the EFO. The EFO communicates details regarding the focus of the clinical experience, specific grade/subject, and contact information. Professional statements are reviewed by each licensure committee, and candidate applications are reviewed for minimum requirements. Each licensure coordinator meets with school administrators to review the memoranda of understanding and to discuss potential clinical educators. The EFO formally requests the nominated teachers to the District administration for internship placement. The district and building level administration respond to the request with approved clinical educators who meet the criteria for selection. The licensure program considers each nominated teacher and makes the final selection for internship placement.

### **Qualifications of Clinical Educators**

District teachers who serve as clinical educators for field experiences or internship must meet the following qualifications:

- Must hold a professional or permanent license by the State of Ohio in the subject area/grade level in which they are currently teaching.
- Possess mentoring skills of tailored support of pre-service teacher candidates.
- Demonstrated excellence in teaching and effective instructional skills.
- Come highly recommended by the building or District administrator and Program coordinator.

Selection of clinical educators is a collaborative process. Once confirmed, the clinical educator's name is given to the candidate through e-mail. Candidates are instructed to contact and meet with their clinical educator.

### **Compensation**

Given the stipulations about compensation for public service employees, the University of Dayton shall transfer funds directly to school districts for each internship clinical educator in a school year. It will be up to the discretion of the district to transfer the monies to clinical educators in keeping with district policy and practice. This stipulation is binding unless the clinical educator is in an adjunct role at the University of Dayton. In this case the compensation procedures for adjunct faculty are prescribed and applied by the University of Dayton.

### **Scheduling**

Field experience candidates are expected to arrive at the school on the date and time indicated when the placement is made. The candidate may, in consultation with the cooperating teacher, modify the assigned schedule if it will be beneficial to all parties. The candidate is required to fulfill the required hours and activities for the course. If the original schedule is modified the course instructor must be informed.

### **Other expectations:**

#### **Substitute Teaching**

The typical University of Dayton teacher candidate does not have a substitute teaching license from the State of Ohio and should not serve as a substitute teacher for the District. In the rare case that a teacher candidate does have a valid substitute teaching license, He or she may work as a substitute teacher for the District as long as the work does not conflict with coursework or field experience expectations.

#### **Fingerprinting/Background Check**

All teacher candidates will have current BCII/ FBI background check. The burden for completing this background check will fall on the teacher candidate or the University of Dayton.

#### **Teacher Performance Assessment (edTPA)**

Initial licensure candidates will participate in a teacher performance assessment during their clinical experience. The University of Dayton will provide assessment materials and assessment data.

#### **Professional Expectations for Candidates**

Candidates are expected to conduct themselves in a professional manner at all times while completing their field experiences/internship. Problems with candidate professionalism will not be tolerated and should immediately be brought to the attention of the University liaison/course instructor, or Educational Field Office.

- Candidates should maintain a professional relationship with students. It is inappropriate for candidates to engage in personal or social relationships with students, including email or telephone communications.
- Candidates should be aware of school policies and are expected to follow them.
- Candidates should dress professionally and behave in a professional manner while at school.
- Candidates should be punctual and attend all scheduled sessions.
- Information about individual PK -12 students is confidential and should not be shared outside of the field setting.
- The Candidate shall handle all confidential information in a professional and ethical manner and in accordance with all applicable federal and state, including HIPAA and FERPA, laws and regulations. Under no circumstances will the Candidate discuss a student or client with anyone other than the appropriate school, district or faculty personnel in a manner which could identify the student or client.