



College of Education,
Criminal Justice, and Human Services

Office of Field Experiences
University of Cincinnati
PO Box 210002
Cincinnati, OH 45221-0002

Phone: (513) 556-9136
Fax: (513) 556-1001



March 20, 2018

Dear Partnership Schools,

The University of Cincinnati School of Education appreciates the collaboration with your district to prepare well-qualified, competent, and compassionate P-12 educators. Without opportunities to learn in real-world settings under the guidance of expert teachers, we could not fully prepare our students for the profession.

In order to be in compliance with our national accreditation standards for teacher preparation program, our office in the process of collecting current copies of our Field and Clinical Experiences Agreement from each district we partner with through the placement of early field, practicum field, student teaching, and internship experiences.

Please find enclosed the Agreement that documents our partnerships and requests the district preferences for points of contact for placements and mentor payments. We ask you to complete the form and return it in the enclosed prepaid addressed envelope within 10 business days. We welcome you to retain a copy for your own records as evidence of your partnership with the University of Cincinnati.

If you have any questions or would like to amend this enclosed document, please contact me at (513) 556-9136 or at greivedf@ucmail.uc.edu.

Cordially,

A handwritten signature in blue ink that reads 'Dianna Greivenkamp'.

Dianna Greivenkamp
Office of Field Experiences Director
School of Education
University of Cincinnati

100-443888-100

Field and Clinical Experiences Agreement

What follows below are agreements between the School of Education's Office of Field Experiences and the school district:

1. Placements are requested by the Office of Field Experiences for pre-student teaching placements and clinical student teaching and internship experiences. Those requests are directed to the office which the school district has selected to receive and confirm placements, i.e., building administrator/coordinator or central office personnel.
2. Mentor teachers who have a minimum of three years teaching experience and who are licensed in their content area and age level are selected collaboratively by the program and the school.
3. Mentor teachers and university supervisors will provide appropriate supervision of the candidate during the assignment and participate in the completion of required documents.
4. All UC students complete background check reports (BCI and FBI) for the School of Education on an annual basis in order to be eligible for placement in field experiences. The School of Education will direct all UC students to provide their background reports to placement sites upon request and by their established deadline.
5. At the end of the university's Spring Semester, the Office of Field Experiences will send your designees a list of the mentor teachers in your district with a compensation amount indicated based on the type of field placement and duration. The district will be responsible for disbursing the funds.
6. Placements may be terminated by the school district at any time if issues arise which indicate the assignment is not in the best interest of the students with whom the pre-service teacher is working.
7. All University of Cincinnati students are covered by University of Cincinnati insurance during field and clinical experiences.

Please indicate the contact personnel your district requires for placement requests:

- ☐ Superintendent for District
- ☐ Human Resources or Central Office Representative for District
- ☒ Building Principal or Resource Coordinators
- ☐ Building Department Chairs or Individual Teachers

If selecting Superintendent, Human Resources, or Central Office Representative, please identify contact information below:

First and Last Name (please print)

Title (please print)

Phone Number

Email Address (please print)

Please provide contact information for the office or personnel who will be responsible for distributing mentor payments from the university to individual mentors:

Jennifer Campbell

First and Last Name (please print)

Finance - Certified Payroll

Title (please print)

859-282-3317

Phone Number

jennifer.campbell@boone.kyschools.us

Email Address (please print)

8330 U.S. 42

Street Address (please print)

Street Address Line 2 (please print)

Florence, KY

City (please print)

41091

State and Zip Code (please print)

Feel free to direct any questions to:

Dianna Greivenkamp
Office of Field Experiences Director
greivedf@ucmail.uc.edu
(513) 556-9136

Shay

District Superintendent (or designee)

Boone County Schools

District Name

4/3/2018

Date

Lawrence J. Johnson

Lawrence J. Johnson, Dean and Professor
College of Education, Criminal Justice and
Human Services

3/27/2018

Date