



Office of Professional Educator Services

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MEMORANDUM OF UNDERSTANDING  
between  
WESTERN KENTUCKY UNIVERSITY  
and  
HOPKINS COUNTY SCHOOL DISTRICT

“Professional Education Preparation Partnership Agreement”  
2021-2024

Pursuant to KRS 161.042 and Kentucky State Board of Education regulations, the University and Board enter into this cooperative for the purpose of providing clinical experiences as part of the professional education preparation program. Through this partnership agreement, the District will provide ongoing quality clinical field experience and student teaching placements for teacher education students. The University will collaborate with the District regarding ongoing professional development for District staff, including support of training and research in areas of mutual interest, significance, and benefit.

Core Beliefs

- Quality preparation of future teachers is a shared responsibility among practicing professionals, including school-based practitioners and those individuals in higher education.
- A team approach in working with and supporting pre-service teachers through clinical practice aligned with academic and pedagogical content is paramount to their preparation and future success in the profession.
- This partnership provides an opportunity to share and collaborate through awareness and integration of the differing and varying needs and resources of the University and the District.
- Both school-based and university-based staff involved in providing clinical experiences must be highly qualified professionals who value one another's expertise and are dedicated to the professional growth of pre-service teachers.
- The continuous process of learning to be a highly effective teacher requires pre-service teachers to engage in authentic clinical experiences in diverse learning environments. Course work should complement field experiences which become increasingly complex and demanding as pre-service teachers matriculate.
- This partnership provides an opportunity for continuous learning which will leverage best practices in the profession to train and support preservice teachers, strengthen teacher preparation programs, and further develop current teachers.

Responsibilities

- One or more University staff members will serve as liaisons to the District to coordinate clinical field experience placements, including identification and scheduling of assignments and providing pertinent information about each student to the Board in advance of placement in the school district.

- The University will ensure students have the appropriate clearance, including acceptable background check, physical exam (including TB testing), and confidentiality training prior to being placed for clinical experience and student teaching, and maintain documentation thereof.
- The University will maintain ongoing communication with the District and sites of clinical field experience and work with District staff, school principals, and other personnel to address concerns or issues that may arise in regard to individual pre-service teachers and/or clinical field experiences.
- At the start of each academic school year of the partnership agreement, the University shall provide to the District a list of professional education preparation courses requiring clinical field experiences, including the type, duration, and requirements of those experiences.
- The teachers of classrooms in which clinical field experiences (including student teaching) occur shall complete current training requirements as designated by Kentucky Administrative Regulations or state agencies authorized to specify such requirements.
- The teachers of classrooms in which clinical field experiences occur shall complete relevant activities and documentation regarding pre-service teachers, such as verification of field hours, co-planning and co-teaching, feedback, and evaluation.
- Additional written agreements may be developed with individual schools within the District as necessary to provide more detailed procedures and practices associated with specialized programs which integrate clinical field experiences.
- The University and District will maintain a quality education program to support pre-service teachers as they serve P-12 students, including provisions for adequate instruction and supervision of preservice teachers.
- The University and the District will comply with all applicable federal, state, and municipal laws, ordinances, regulations, rules, and guidelines, including but not limited to, the timely completion of required criminal background checks and physical exams of preservice teachers.
- For direct supervision of a student teacher, the District's supervising teacher will receive a stipend in the amount of \$37.50 for each four-week placement, \$75 for each eight-week placement, and \$150 for each sixteen-week placement.
- Twice a year (at the end of the fall and spring semesters), Western Kentucky University will send a list of all cooperating teachers who supervised a student teacher, along with payment. The district will distribute the money to the cooperating teachers.
- **Liability Insurance**. The University shall require each individual participating student to obtain and maintain, occurrence-based professional liability insurance coverage in amounts not less than one million dollars (\$1,000,000.00), per occurrence. The University will also notify each individual participating student of the requirement to notify the university at least thirty (30) calendar days in advance of any cancellation or modification of insurance coverage required hereunder and shall promptly provide to the university, upon request, certificates of insurance evidencing the above coverage.

### Performance and Authorization

It is mutually agreed by and between the University and the District that this partnership agreement shall be in effect as of the date of signature through July 31, 2024 and supersedes all previous agreements of this nature. This memorandum of understanding shall automatically renew for an additional three-year period unless either party provides a written notice of non-renewal at least 30 days prior to July 1, 2024.

In Witness Whereof, we the undersigned, duly authorized representatives of the parties to this memorandum, have caused this Agreement to be executed as of the date first written above.

Western Kentucky University

Hopkins County School District

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Dr. Corinne Murphy, Dean  
College of Education & Behavioral Sciences

\_\_\_\_\_  
Amy Smith, Superintendent  
Hopkins County School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date