**BEREA COLLEGE**

**EDUCATION STUDIES DEPARTMENT**

**MEMORANDUM OF AGREEMENT**

*The purpose of this Memorandum of Agreement is to delineate and clarify the roles and responsibilities of the Berea College Education Studies Department and partner school districts for clinical field experiences, including student teaching.*

Berea College 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, teacher licensure regulations put forth by the Education Professional Standards Board of the state of Kentucky. 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 Berea College’s teacher education students.

This agreement’s core values are as follows:

1. To provide quality education to K-12 students through teacher preparation;
2. To jointly promote professional development of all educators at both the district level and college level;
3. To function collaboratively as partners.
4. **RESPONSIBILITIES OF EACH PARTY**

**Berea College Education Studies Department agrees to:**

1. Orientation and Professional Development

Berea College shall provide to District teachers who serve as clinical educators for Berea College, orientation and workshop activities designed to assist Berea College’s candidates in field-based experiences.

1. Orientation Activities for Clinical Field Experiences:

Orientation for Clinical Faculty who will supervise Berea College candidates during pre-student teaching field-based activities.

1. Fingerprinting/Background Check:

All student teacher candidates will have a current FBI background check. The burden for completing this background check will fall on the student teacher candidate or Berea College. For pre-student teaching experiences, candidates will have a KY background check on file.

1. Placement of Teacher Education Candidates for Clinical Field Experience:

Every attempt is made to place candidates in settings that will enable them to fulfill course objectives and required experiences in diverse settings. The EDS Department will work with the school district to set up these clinical field experiences.

1. Scheduling:

Clinical 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 is agreed upon by both parties.

1. Termination of Placement:

Students/candidates in all clinical field experiences are expected assist the teacher and support student achievement. Schools reserve the right to refuse assignment of any student/candidate and the right to terminate a clinical field placement. A mentor or cooperating teacher may initiate an intervention and/or termination of a placement after consultation with the Berea College faculty supervisor.

Berea College recognizes that students/teacher candidates must comply with all district/school policies and procedures. When a violation of policy occurs, the mentor/cooperating teacher will notify Berea College of the concerns, and if requested will remove the student/candidate from the placement.

As instances do arise, the K-12 learners are the priority in all cases. Problems should be viewed as isolated incidents and should not affect the entire partnership. A letter explaining a placement termination will be sent by Berea College to the mentor/ cooperating teacher and/or school administrators. Electronic mail is acceptable.

1. Supervision and Evaluation:

Student Teaching Term: The College Faculty Supervisor is responsible for observing student teachers a minimum of four times per term (formal observation forms are used for each observation that cover Charlotte Danielson’s Framework for Teaching) and to evaluate student teachers in the middle and at the end of their student teaching experience.

The College Faculty Supervisor is to be in consistent communication with the cooperating teacher of each student teacher during the professional term.

College faculty who have teacher candidates in the field prior to student teaching are required to provide written expectations for candidates in the field to mentor teachers in K-12 classrooms. Evaluations for these experiences are done at the end of each term and are related

 **The school district and/or placement site agrees to:**

1. (School district’s information inserted here)
2. **Selection of Clinical Faculty**

The initial request to Districts for Clinical Field placements is made by college faculty supervisors. The college supervisor communicates details regarding the focus of the clinical experience, specific grade/subject, and contact information to the EDS Student and Faculty Services Coordinator. Each college supervisor will then meet with school administrators to review the memoranda of understanding and to discuss potential clinical educators. The EDS Student and Faculty Services Coordinator formally requests the nominated teachers to the District administration for clinical field placement. The district and building level administration will respond to the request with approved clinical educators who meet the criteria for selection.

1. **Qualifications of Clinical Faculty Who Supervise Student Teachers (16 KAR 5:040)**

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

* Possess A valid teaching certificate or license for each grade and subject taught;
* Attend state-required trainings;
* Possess effective classroom management techniques that promote an environment conducive to learning;
* Engage in best practices for the delivery of instruction;
* Demonstrate mastery of the content knowledge or subject matter being taught;
* Demonstrate aptitude and ability to contribute to the mentoring and development of a preservice educator;
* Use multiple forms of assessment to inform instruction; and
* Create communities that value and build upon students’ diverse backgrounds.

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.

1. **Compensation for Cooperating Teachers**

Student Teaching Term: Given the stipulations about compensation for public service employees, Berea College 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 Berea College. In this case the compensation procedures for adjunct faculty are prescribed and applied by Berea College.

1. **Substitute Teaching**

The typical Berea College teacher candidate does not have a substitute teaching license from the State of Kentucky 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.

1. **Video Recording**

All video recording in clinical field experience placements will be considered secure documents which will be used for student/candidate evaluation only, viewed by college faculty for evaluation purposes, and destroyed once evaluated. Students/candidates will follow the strict guidelines provided by Berea College in accordance with FERPA and IDEA.

1. **Non-Discrimination Policy**

All parties involved should be aware of and adhere to each institution’s non-discrimination policy. The non-discrimination policy of Berea College can be found at: <http://catalog.berea.edu/en/Current/Tools/Compliance/Non-Discrimination-Policy>.

This document serves as a formal agreement between the Berea College Education Studies Department and the school listed below. The parties hereby signify their agreement to the terms by their signatures affixed below.



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Nicholas Hartlep, Berea College Education Studies Department Chair

Printed School Name

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School Representative Signature

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Printed School Representative Name