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August 1, 2023

Mr. Christopher Brady  
Marion County Schools  
755 East Main Street  
Lebanon, Ky 40033

Dear Mr. Brady,

The Education Division at Lindsey Wilson College is pleased to continue our enhanced partnership with your school district. Our years-long partnership has been a great benefit to not only our students, but to our program as a whole. Without you, our Teacher Preparation Program could not be what it has become; state and nationally recognized.

Recently, our Director of Student Teaching, Dr. Brennon Sapp, was in contact with your district, regarding the Memorandum of Understanding that is included with this correspondence. This new Memorandum of Understanding, known as the "MOU", reflects the new National Council for the Accreditation of Educator Preparation (CAEP) Standard 2 requirements for P-12 and Education Preparation Program (EPP) partnerships

Please sign and return this new MOU, in the most efficient manner for you. Our contact person for receiving this document is the Head of the Department, Dr. Jennifer Neal. Her phone number is (270) 384- 8135 and her email is Nealj@lindsey.edu. Should you have any questions regarding the new MOU, please do not hesitate to contact her.

On behalf of the students, staff, and faculty in the Education Division, I want to thank you for your continued partnership as well as all of your efforts in supporting our program.

Sincerely,

*Dr. Jennifer Antonette Neal*



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Dr. Jennifer Antoniotti- Neal

Director of Education

Assessment Coordinator

P-5 Program Coordinator

Associate Professor of Education

Lindsey Wilson College

(270) 384- 8135

Nealj@lindsey.edu

**Memorandum of Understanding (MOU)**  
**Field Experiences and Student Teaching Placements**

THIS AGREEMENT made at Marion County, Kentucky, this 1st day of September, 2023, between the Lindsey Wilson College Education Division hereinafter called the “College” and Marion County Schools hereinafter called the “Board”.

WITNESSETH:

1. The College’s Education Program Provider (EPP), under the provisions of the Kentucky Education Professional Standards Board (EPSB) KRS 161.042, pursuant to Kentucky Board of Education (KBE) Regulations, and Standard 2 of the Council for the Accreditation of Educator Preparation (CAEP), is authorized, and/or required, to enter into cooperative agreements, including financial agreements, with schools and school district boards, for the purpose of providing professional laboratory (field) experiences and student teaching experiences, for Pre-Service Candidates preparing for the educational profession.
2. CAEP Standard 2.1 requires P-12 school/LWC Education shared responsibility for continuous improvement of candidate preparation.
  - a. The College shall provide both traditional and technology-based training of P-12 Cooperating Teachers for field experiences and student teaching placements.
  - b. The Board and College shall utilize the observation instrument created by the LWC EPP modeled after the Danielson Framework and the InTASC/KTP standards for observations.
  - c. The observation instrument co-observations shall reflect, and inform, co-constructed pre-service candidate (Student) and student teacher expectations.
3. CAEP Standard 2.2 measures: Evidence of co-selection of College Supervisors (CSs) and Cooperating Teachers (CTs), evidence of criteria for selection of clinical educators, including recent field experience and currency in relevant research. Resources available online: clinical educator orientation available both in person and online, performance evaluations of CSs, CTs, and candidates, collected data used to modify clinical experiences, records of remediation and/or counseling out of candidates available.
  - a. The Board, through its designated staff, and the College, through its field experience coordinator and director of student teaching, shall mutually make assignments of field experience students and student teachers, subject to their limitations and in accordance with their philosophies of teacher education. Nothing in this agreement shall preclude the Board from exercising its right to remove from its classrooms field placement pre-service candidates (students) and/or student teachers who, in the



- judgment of its staff, have an adverse influence on the welfare of pupils, detract from the total school program, or do not contribute to the advancement of the educational profession.
- b. The Board and College shall both submit a list of properly qualified and certified College Supervisors (CSs) and Cooperating Teachers (CTs) to each other, prior to the start of each term when field experiences and/or student teaching episodes are to occur. Designated representatives of the Board and College shall review the lists. The Board and College shall provide in written form (email) approval or denial of the provided lists, prior to the start of each term. The communiqués shall become part of the artifacts for the ongoing partnership.
  - c. The College shall make resources available online, including all field experience and student teaching forms, and Cooperating Teacher (CT) orientations.
  - d. The College shall make records of remediation and/or counseling out of pre-service candidates (Students) and student teachers available.
4. CAEP Standard 2.3 measures: Analyses of data for what works and what doesn't in an ongoing manner, cross referencing findings and conclusions, continuous answering to the research question: What is it about the clinical experiences (that is, depth, breadth, diversity, coherence, and duration) that can be associated with the observed outcomes?
    - a. The College shall make collected data available, for use in modifying clinical experiences.
    - b. The College Chair of the Education Division shall lead research efforts with clinical College faculty and Board designated school representatives.
  5. The College and the Board agree that all arrangements in reference to this program shall be governed and consistent with policies of the College as well as those of the Board.
  6. As provided in K.R.S. 161.042(4) the field experience pre-service candidates (Students) and student teachers shall agree to abide by all policies, rules and regulations of the Board. Failure to abide by this provision shall be grounds for removal from the placement. It shall be the responsibility of the College to inform all prospective pre-service candidates (Students) and student teachers of this provision and secure agreement from the Cooperating Teachers (CTs).
  7. The Board's Cooperating Teacher (CT) shall give the responsibility to student teachers placed under their supervision necessary experience and counsel in planning and presenting effective learning experiences for pupils. In some College-designated pre-student teaching courses portions of the observation instrument shall be used by College Supervisors (CSs) and Cooperating Teachers (CTs) to co-observe pre-service candidates (Students). Instructors of those courses shall provide guidance and information regarding those co-observations at the start of each semester. During student teaching, the observation instrument shall be utilized by both the CT and CS to co-observe student teachers. The Cooperating Teacher shall review their four completed observation instruments across the semester with the student teacher. The student teacher

shall collect the observation instrument documents from the Cooperating Teacher and deliver them to the Education Division Data Manager. The College Supervisors shall submit their observation instrument documents from the Cooperating Teacher/College Supervisor co-observations of student teachers.

8. The College designates the field experience placement coordinator and director of student teaching as representatives, to serve as liaisons between it and the Board. These representatives of the College shall have access to all Board staff and schools necessary to facilitate communication and relationships between the Board staff, Cooperating Teacher, field experience pre-service candidates (Students), and student teachers.
9. A schedule providing for financial arrangements in reference to any individuals who have responsibility for the student teacher program within the district shall be agreed upon. This schedule shall provide for reasonable compensation and manner of payment. The payment of \$75,000 per eight weeks with a student teacher will be paid to the supervising teacher. This payment will be made after each six week period.
10. As provided for in K.R.S. 161.042(5) the College may arrange with the Board to provide supplementary instructional activities for its teacher education students, other than student teachers. Where activities of this nature are desired by the College, arrangements shall be made with the Superintendent or his designee.

IT IS MUTUALLY AGREED by and between the parties that the period covered by this agreement shall be continued to such time as one or both parties, with 30 day written notice disavows this contract, and that this contract supersedes all previous contracts between the parties.

IN WITNESS WHEREOF, we the undersigned, duly authorized representatives of the parties to this agreement, have hereunto set our hands this \_\_\_ day of \_\_\_\_\_, 20\_\_.

BOARD OF EDUCATION

LINDSEY WILSON COLLEGE

BY: \_\_\_\_\_

BY: \_\_\_\_\_