

NORTHERN KENTUCKY UNIVERSITY
COLLEGE OF EDUCATION
MEMORANDUM OF AGREEMENT FOR FIELD AND CLINICAL EDUCATION

This Memorandum of Agreement (“Agreement”), dated April 9th, 2024, is between Northern Kentucky University College of Education (“NKU COE”) and the [REDACTED] (“School District”).

WHEREAS, School District operates schools located in the Northern Kentucky/Greater Cincinnati region and provided education for PK-12 student;

WHEREAS, NKU COE offers educator preparation programs at the bachelor, masters, specialist, and doctoral levels for undergraduate and graduate education Candidates;

WHEREAS, NKU COE and School District desire to establish a mutually beneficial partnership;

NOW, THEREFORE, in consideration of the mutual promises herein, NKU COE and School District agree that field and clinical education shall be covered by and subject to the following terms and conditions:

ARTICLE I. PURPOSE AND SCOPE

1.1 The goal of this Agreement is to enhance professional practice through a mutually beneficial collaboration as defined by the following objectives:

- a. Establish and implement clinical experiences using School District’s facilities, qualified personnel, and PK-12 students.
- b. Utilize co-teaching, mentoring, and modeling to enhance the positive impact Candidates and practicing school professionals have on PK-12 student learning;
- c. Collect, analyze, and disseminate data that informs decisions related to the improvement of programs, Candidates, and program completers; and
- d. Work cooperatively to co-design high-quality clinical experiences that are implemented by co-selected and highly qualified Clinical Educators
- e. **“Clinical Experiences”** are structured to have multiple performance-based assessments at key points within the program to demonstrate Candidates’ development of the knowledge, skills, and professional dispositions that are associated with a positive impact on the learning and development of all PK-12 students.

1.2 This document represents the complete Agreement between NKU COE and School District, but individual schools with the School District may detail a more specific agreement with NKU COE that reflects the individual school’s practices and needs. These agreements shall:

- a. Be negotiated between the individual school and NKU COE

- b. Be put in writing;
- c. Signed and approved by the individual school and NKU COE; and
- d. Appear as an "Addendum" attached to this Agreement

ARTICLE II. DEFINITIONS

2.1 "Teacher Candidates" are NKU COE students preparing for professional education positions.

2.2 "Course Instructor" is the NKU COE faculty member who teaches a NKU COE course that places a Candidate (bachelors, masters, specialist, or doctoral) in a school for a clinical experience placement.

2.3 "Partnership" is a mutually beneficial agreement among various partners in which all participating members engage in and contribute to goals for the preparation of education professionals.

2.4 "PK-12 Clinical Educator" is the PK-12-school-based individual who assesses, supports, and develops a Candidate's knowledge, skills, or professional dispositions at some stage in the clinical experiences.

2.5 "PK-12 Students" are children or youth attending PK-12 schools.

2.6 "Training" involves PK-12 Clinical Educators attending an orientation session developed by the University Clinical Educators. The orientation training session is conducted at the beginning of each semester and includes an overview of program-specific expectations and forms.

2.7 "University Clinical Educator" is the NKU COE faculty member who assesses, supports, develops, and mentors Candidate's knowledge, skills, or professional dispositions at some stage in the clinical experiences.

ARTICLE III. NKU COE'S RESPONSIBILITIES

NKU COE agrees to:

3.1 Designate a University Clinical Educator (UCE) whose duties will include, but may not be limited to:

- a. Co-design, co-deliver, and co-assess undergraduate and graduate programs in collaboration with PK-12 Clinical Educator;
- b. Co-plan, co-implement, and co-manage all aspects of the educational Experience of Candidates participating in field or clinical experiences in the School District; and,
- c. Mentor and coach graduate and undergraduate Candidates on capstone projects, clinical experiences, etc.

3.2 Furnish to School District the names and contact information of the Candidates mutually assigned by NKU COE and the School District to participate in the clinical experience.

3.3 NKU COE shall include only those candidates who are in good standing with the University and education preparation program and have satisfactorily completed those portions of the program's curriculum that are prerequisite to clinical experience participation.

3.4 Require its Candidates attend orientation prior to beginning the clinical experience. This orientation will include, but is not limited to, understanding the objectives of clinical experiences, and communicating the need for Candidates to be punctual, polite, and respectful of School Districts policies, rules, and regulations

3.5 Maintain contact and ongoing communication with School District, including site visits.

3.6 Provide professional development leadership and workshops, at its discretion, as needed and requested by the School District

3.7 Co-plan open houses on campus and/or at School District that provide information about NKU COE educator preparation programs.

3.8 Extend invitations to participate in events sponsored by NKU COE and coordinate with School District to bring PK-12 students to the NKU COE campus as appropriate.

3.9 Provide NKU COE faculty as guest speakers in PK-12 classrooms.

3.10 Evaluate the effectiveness of the clinical experience.

ARTICLE IV. SCHOOL DISTRICT'S RESPONSIBILITIES

The School District agrees to:

4.1 Collaborate with NKU COE faculty to identify a PK-12 Clinical Educator who is appointed based on the qualifications established by NKU COE and the Kentucky Education Professional Standards Board

4.2 Ensure the PK-12 Clinical Educator fulfills the following responsibilities which include, but are not limited to:

- a. Involve the Candidate in meaningful education experiences;
- b. Determine appropriate assignments in consultation with the University Clinical Educator and Candidate;

- c. Attend a university-sponsored Training with the University Clinical Educator;
- d. Orient the Candidate to the school by sharing the school's goals, scope, and operation;
- e. Observe the Candidate's lessons and confer at least weekly to analyze performance;
- f. Co-planning and co-teaching of lesson plans, as appropriate;
- g. Provide ongoing evaluation of the Candidate's performance; completing and submitting required evaluation forms by the stated due dates;
- h. Submit evaluation reports and/or evaluation summaries as requested by the NKU COE;
- i. Coordinate visits to the school for the University Clinical Educator throughout the semester;
- j. Consult with the Course Instructor to determine the Candidate's final grade; and
- k. Maintain regular contact and ongoing communication with the University Clinical Educator

4.3 Permit Candidates to use facilities as necessary for successful completion of assignments, including classroom or other appropriate space, office supplies, and access to student records appropriate to the learning experience.

4.4 Required that PK-12 Clinical Educators participate in professional development seminars on co-teaching, pairs training, and using lesson evaluation and disposition forms.

ARTICLE V. MUTUAL RESPONSIBILITIES

5.1 Candidate Selection. NKU COE and School District mutually agree to:

- a. Assign Candidates without respect to race, ethnic origin, sex, sexual orientation, age, religion, or disability; and
- b. Reserve School District's right to determine the number of Candidates that may be placed, dependent upon space, instructional time available, and PK-12 student population.

5.2 Coordination of the Clinical Experience. NKU COE and School District mutually agree to:

- a. Review the Candidate's qualifications and educational objectives early in the placement to ensure agreed upon objectives for the educational experience;
- b. Share mutually all information regarding any Candidate's specific difficulties and/or special needs;
- c. Withdraw any Candidate from the School District for reasonable cause, including health and/or performance issues, following a discussion process among the PK-12 Clinical Educator, University Clinical Educator, and the Candidate.

5.3 Supervision and Maintenance. NKU COE and School District mutually agree to:

- a. Co-review and discuss education programs' data;
- b. Co-develop program assessments, changes, and experiences based on data; and
- c. Co-select and co-evaluate PK-12 Clinical Educators

5.4 Accreditation Requirements. NKU COE and School District mutually agree to:

- a. Work together as necessary to fulfill and maintain accreditation standards of NKU COE educational programs;
- b. Comply with all applicable requirements of any accreditation authority, and certify such compliance upon request;
- c. NKU COE may request aggregate data from School District on program completers, including but not limited to personnel evaluations or other data that show impact on student learning; and
- d. School District will respond to reasonable requests for aggregate data in a reasonable period of time.

5.5 Miscellaneous

- a. Both parties will comply with all applicable federal, state, and municipal laws, ordinances, rules, and regulations including, but not limited to, the performance of any required criminal background checks of Candidates
- b. Both parties will maintain an educational program of quality, including the provision for adequate instruction and supervision of Candidates.
- c. Both parties agree to reserve to NKU COE faculty the intellectual property rights to data generated from their work with School District and reserve to School District personnel the intellectual property rights generated from their work as classroom instructor.

ARTICLE VI. PERFORMANCE AND TERMINATION

6.1 A delay in or failure to perform by either NKU COE or School District shall not constitute a breach of this Agreement if an occurrence beyond the control of either party caused the delay or failure.

6.2 Either party may terminate this Agreement at any time by submitting written notice of the intent to terminate, no less than 120 days prior to the intended termination date.

6.3 The parties may mutually agree, in writing, to terminate this Agreement at any time if the termination will not affect any clinical experiences in place at the time of the termination.

SIGNATURES

School District Superintendent

Date

Ginni Fair, Dean
NKU College of Education

Date

Diana McGill, NKU Provost & Executive VP

Date