

# Master Agreement Guidelines and Policies

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## I. Prefatory Note

This document shall serve as an agreement between Denison University's Department of Education, referred to within as the University, and cooperating public and private schools, social agencies, and service organizations, referred to within as the Cooperating Institution.

This agreement is intended to provide guidelines, policy, and procedures for the conduct of a variety of field and student teaching experiences, referred to within as Field Experiences, provided by the Cooperating Institution for Denison University Field Experience students, referred to as Student(s), who will be supervised by the University.

The University shall be represented in all matters relating to Field Experiences by a Director of Field-Based Experiences or his/her appointed representative, referred to as the University Agent.

The Cooperating Institution shall be represented by its Superintendent, Principal, Director or President, referred to as the Administrative Head. The Administrative Head may appoint a teacher or staff employee to act as the Student's immediate supervisor. This staff employee shall be referred to as the Cooperating Staff Member. Young persons served by the Cooperating Institution shall be referred to as Clients.

## II. Types and Location of Field Experiences

Field Experiences may include, but not be limited to, classroom observation, student teaching activities, diagnosing pupil learning problems, tutoring young people, coaching and supervising athletic and dramatic events, working with youth groups, providing arts and crafts activities, and assisting the Cooperating Staff Member with instruction and/or other duties.

Such experiences may be assigned in schools, churches, camps, social agencies, and other institutions.

## III. Students Included in this Agreement

All full-time and part-time Students engaged in Field Experiences under the auspices of the Denison University Department of Education and with the written authorization of the University Agent shall be included under the provisions of this agreement. Written authorization normally shall consist of a list of names furnished to the Administrative Head of the Cooperating Institution.

## IV. Permitted Activities

Under the conditions described within, and with prior approval of and under the supervision of a Cooperating Staff Member, Students shall be granted responsibilities and accorded privileges for which clear and legitimate educational purposes can be demonstrated.

Access to Client files and records and permission for the performance of in-depth observation, testing, or study of an individual Client or small group of Clients by the Students shall be at the discretion of the Cooperating Institution as dictated by established Cooperating Institution policy.

It is recognized by all the parties that these responsibilities and privileges are granted selectively and incrementally over the entire span of the Student's educational program, and that the Staff of the Cooperating Institution shall always have the power of review and denial of any activities or studies proposed by the Students.

## **V. General Guidelines for Assignments and Procedure**

Prior to Student placement, the University Agent shall contact the Administrative Head of the Cooperating Institution as to the approximate number and nature of Field Experiences desired, and provide the Administrative Head with any additionally requested information. Students participating in student teaching shall be assigned to specific course areas in local schools.

Following approval of Field Experience assignments by all three parties, individual conferences between the Administrative Head and/or Cooperating Staff Member and individual Students shall be held to determine specific activities, responsibilities, duties, and scheduling.

Regularly scheduled vacation periods of the University and the Cooperating Institution shall be mutually honored by all parties.

Students participating in Field Experiences shall do so voluntarily and normally shall not receive any monetary and/or other form of compensation from the Cooperating Institution.

At the end of the agreed upon period of participation, the Cooperating Staff Member shall evaluate and verify in writing the Student's performance on a form or forms provided by the University.

## **VI. Special Provisions for Student Teaching**

This agreement serves as a general statement governing Field Experience placement in Cooperating Institutions. However, it is recognized by all parties that special regulations are required to govern the placement of Student Teachers and to fulfill the Ohio Department of Education's requirements for teacher certification. Therefore, this section is provided as a statement governing Student Teaching Experiences and shall be considered as part of the total agreement. However, it is intended to regulate only those Students and Cooperating Institutions specifically involved in student teaching.

### **A. Procedure and General Guidelines**

Following communication with the Administrative Head regarding the approximate number and nature of Student Teacher positions needed for the ensuing semester, the Administrative Head shall review these needs, and if s/he desires, s/he, or a person s/he designates, may hold

personal interviews with any of the prospective Student Teachers. Following the approval (either implied or actual) or the assignments by the Administrative Head, Student Teachers shall arrange individual conferences with the Cooperating Staff Members involved in the assignments. Final approval of assignments shall follow these conferences.

Evaluation of the work of the Student Teacher shall be made by the Cooperating Staff Member at the end of each semester. The University Agent shall review and consider the evaluation, but the assignment of grades is the sole responsibility of the University Agent.

Normally, a Student Teacher may not receive both pay and credit during the same semester. Exceptions to this rule shall be made by the University Agent.

In payment for professional services rendered by personnel of the Cooperating Institution in the interests of teacher preparation, the University shall pay the sum of \$50 per class (up to four classes) assumed by the student, to a recipient designated according to the policy of the cooperating institution. The University also agrees to pay \$150 for a 10 hour tutorial taught by a Cooperating Staff Member in the methodology of the student's subject matter area. In the event that the Student does not complete his/her student teaching assignment or the tutorial, that portion of the money which represents the time spent shall be paid. Reimbursement for services rendered during student teaching shall be made payable at the end of the semester as designated by the Administrative Head.

## **B. Permitted Activities**

Student teaching shall take place during the last ten (10) or eleven (11) weeks of the University semester. The Student Teacher's normal load shall be four (4) class periods per day and an additional assignment equivalent to one (1) period per day. Duties include teaching under the supervision of the Cooperating Staff Member, grading papers, keeping records, and providing tutorial instruction. The additional assignment shall be study hall, lunchroom and/or playground supervision, assisting with dramatics, athletics, journalism, clubs, etc. The Student Teacher is expected to keep the same school hours as the regular Cooperating Staff Members in his/her building during the entire student teaching experience. **Student Teachers may not be used as substitutes for absent teachers.**

In subject areas where there is difficulty in obtaining four (4) appropriate classes, substitutions will be arranged by mutual agreement between the University Agent and the Administrative Head of the school. Normally, the Student Teacher will work with one (1) or two (2) Cooperating Teachers.

## **C. Guidelines for Cooperating Staff Members (Cooperating Teachers)**

A Cooperating Staff Member shall only be assigned a Student Teacher with the former's consent. The Cooperating Staff Member shall hold an appropriate Standard Certificate in the Student Teacher's proposed area(s) of training and must have at least three (3) years of teaching

experience before being assigned a Student Teacher. A Cooperating Staff Member who is new to the school system should not be assigned a Student Teacher until at least the second year of employment.

If possible, no Cooperating Staff Member shall supervise more than one (1) Student Teacher in any one (1) school year. No class group shall have a Student Teacher in a particular subject more than one (1) semester during the school year.

Data and essential information concerning the Student Teacher's background shall be supplied to the Cooperating Staff Member.

## **VII. Responsibilities of Denison's Department of Education (The University)**

The University shall be responsible for initiating contact with the Cooperating Institution for possible assignment of Students and for providing Students with a list of Cooperating Institutions and a description of possible Field Experiences. The nature of the activities and assignments expected of the Students shall be explained clearly to them and to the Cooperating Institutions through written descriptions and during orientation and training for supervising teachers in the case of student teaching and through written descriptions and one-to-one conversations in the case of Field Experience attached to a University class. The University shall monitor each Student's progress and provide supervision appropriate to the level of the experience. In addition, Students will be given information concerning the necessity of maintaining confidentiality about all aspects of their participation, especially with regard to individual Staff Members, Clients, and personnel records. Students also shall be provided with information concerning their legal status. The University shall provide the Cooperating Institution with the necessary record keeping and evaluation forms.

## **VIII. Responsibilities of the Cooperating Institutions**

Administrative Heads shall be responsible for assigning competent, professional persons to work with the Students. Assigned activities, pre-determined schedules, local policies, and institutional procedures applicable to any aspects of a particular Field Experience shall be explained to the participants. As a result of regular and frequent communication with the Student, the Cooperating Staff Member shall keep abreast of the former's plans and activities and provide the degree of freedom and responsibility appropriate to the individual Student and the nature of the requirements of the Field Experience. The Cooperating Staff member shall attend a cooperating teacher orientation before supervising a student teacher. The Cooperating Staff Member shall read a description of the field experience when supervising a field experience student in connection with a University class. In either case, the Cooperating Staff Member is expected to be available for frequent communication with the University Agent. The Cooperating Staff Member shall keep records of the Student's activities and provide an evaluation of the Student's work at the conclusion of the experience.

The Cooperating Institution maintains a sign-in book which serves as evidence of the field experience student's attendance.

**Students may not be used as substitutes for absent Staff Members.**

The Cooperating Institution shall indemnify, defend, and hold harmless University and any or all University's Students from and against any and all claims, losses, liabilities, judgments, damages, costs and expenses arising out of any claim, action, or proceeding for damage to property, injury, or death to any person, or otherwise, solely out of the acts of omissions of any University Student acting under the instruction, supervision, direction, and/or guidance of any officer, employee, or agent of the Cooperating Institution and in connection with the participation of any said Student in the program covered by this agreement.

The University enters into this agreement with the understanding that the Cooperating Institution has or is working toward full compliance with the regulations covering Title IX of the Higher Education Amendments of 1972.

## **IX. Responsibilities of Students**

Students are responsible for familiarizing themselves with, and adhering to, the pertinent policies and procedures of the Cooperating Institution. Students shall fulfill all obligations undertaken and report to the Cooperating Staff Member and the University Agent any reasons for non-fulfillment. Student teachers must be covered with personal liability insurance and show evidence of same. A policy may be purchased through the Ohio Education Association at a nominal price. All other Students are strongly urged to carry liability insurance and to be aware of legal obligations.

Except as required by University assignments and the educational functions of their Field Experiences, Students shall not violate confidences and/or privacy by discussing events, incidents, individual Clients, or Staff Members. All written observations, case studies, and references to persons shall be made without the use of names.

## **X. Removal from Assignment**

At the request of any of the parties, a Student may be removed from a Field Experience for the following reasons:

1. Irresolvable conflict in personality or philosophy with a Cooperating Staff Member.
2. Failure to carry out minimum responsibilities.
3. Behavior not in accordance with the established expectations and guidelines of the Cooperating Institution's Staff.
4. Conviction of any crime or act which would constitute sufficient grounds for the suspension or removal from service of a regular Staff Member.
5. Accusation, but not conviction, of any immoral or illegal act, knowledge of which by the Clients and/or Staff of the Cooperating Institution could have a harmful or unsettling effect.

If requested by the Student, in writing, an appeal hearing by the University's Committee on Teacher Education shall be held within two (2) days after the request. Such a hearing shall result in a recommendation to the Department of Education and the Cooperating Institution regarding the Student's continuation in the Field Experience. In the event that a mutually acceptable decision cannot be made, the Cooperating Institution shall have the final authority.

## **XI. Mutual Agreement**

Acceptance of these guidelines by the party representatives implies consent to the understandings stated herein. These guidelines shall remain in effect until changed or terminated by mutual action of the University and the Cooperating Institution.