



**COLLEGE OF EDUCATION,
HEALTH, AND HUMAN SERVICES**

Field Experience & Student Teaching Agreement

This agreement is entered into by the Mid-Ohio Educational Service Center, Mansfield, Ohio, hereinafter referred to as the "School" and the College of Education, Health, and Human Services at Kent State University, Kent, Portage County Ohio, hereinafter referred to as the "College."

The College desires to place teacher candidates in the classrooms of said School for the purpose of participating in field-based teacher education experiences including student teaching as required by, but not necessarily limited to, the Standards for Colleges or Universities Preparing Teachers as promulgated by the State Board of Education.

The College requires teacher candidates to complete Bureau of Criminal Investigation and Identification (BCII) and Federal Bureau of Investigation (FBI) background checks and submit the results on the first day of the placement to school's designated official. The College does not view these results. The School is responsible to determine if the teacher candidate meets the criteria established by the School for placement.

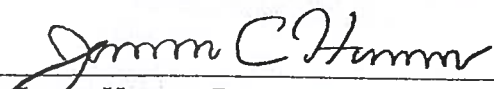
The School desires to cooperate with the College/University in facilitating field-based experiences including student teaching for teacher education candidates and approves the utilization of its schools for such purposes by the College/University. Placement of such teacher candidates in the classrooms of said School shall be under the direction and control of the School Director/Administrator. The relationship between the College and the School is outlined in the appropriate version of the College handbook, "Collaboration in Teacher Education", accessible on our website (www.kent.edu/ehhs/voss/forms).

We accept the conditions of this agreement and authorize the placement of teacher candidates for field-based experiences. It is understood that if the conditions change, the College will provide a revised agreement (see section on addendums).

Entered into this ____20th ____ day of ____November____ 2020.

(Please Print) Administrator/Director

Administrator/Director Signature



Dr. James Hannon Dean
College of Education, Health, and Human Services
Kent State University

****Please sign and return this page to:**

Vacca Office of Student Services
PO Box 5190, 304 White Hall
Kent State University, Kent, OH 44242



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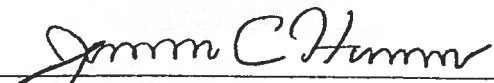
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(Please Print) Administrator/Director

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Dr. James Hannon Dean
College of Education, Health, and Human Services
Kent State University

Please sign and retain this contract (4 pages) for your records.

Kent State University

Roles and Responsibilities: Relationship of the “School” and the “College”

Director/Administrator

As the educational leader in a school, the designated “School” Director/Administrator sets the overall tone and climate of the school. Specifically, it is recommended that the “School” Director/Administrator aid in identifying exemplary classroom teachers. The “School” Director/Administrator's leadership will determine the quality and support of the field experiences provided by the classroom teacher.

Classroom Teacher

The complex role of the classroom teacher varies according to the field experience. Observational field experiences may require little extra preparation or interaction. Participatory field experiences will require more preparation and guidance. Working with a teacher candidate will require a commitment of time and energy. Teachers will take on a mentoring role and the responsibility of daily supervision of the teacher candidate. In all cases, classroom teachers can serve best by being a model and a guide. It is expected that the teacher be willing to accept the responsibilities required of the experience, and carry them out in a professional manner.

University Teacher Candidate

Teacher candidates are both guests and interns in a school at the request of the College of Education, Health, and Human Services. The school has jurisdiction over the teacher education candidates in their roles as observers, practica participants or in the case of student teaching, as quasi staff members insofar as school policy and classroom instructional expectations are concerned. Failure of the teacher education candidates to comply will subject them to reprimand or removal from the experience.

University Supervisor

The overriding responsibility of the university supervisor is to implement the College of Education, Health, and Human Services teacher education programs. Specific expectations should be carried out by the appropriate departments and program areas. The task of the university supervisor is threefold: (1) to provide clear goals and objectives to the classroom teacher, (2) to supervise the teacher candidates as these goals and objectives are implemented, and (3) to evaluate the experience with the candidate and when appropriate with the classroom teacher. The university supervisor will provide school personnel and teacher candidates with appropriate handouts, guidelines, calendars, and evaluation forms for the various field components.

INDEX of Student Teaching Experiences (as they apply*)

Undergraduate Programs

Early Childhood	
Preschool	15 week term
Kindergarten or Primary (Grades K-3)	15 week term
Middle Childhood	
Grades 4-9 (two concentrations <u>only</u>)	16 week term
Adolescent/Young Adult	
English/Communications, Math, Science, Social Studies	96 hr. fall semester practicum + 13 week student teaching (Spring semester only)
Multi-age K-12	
Art	2 - 6 week terms
Physical Education/Dance	2 - 8 week terms
Modern and Classical Languages, Music, Tech Ed, Health Ed, CTTE	12 week term
Special Education	
Mild/Moderate or Moderate/Intensive	16 week term
Mild-Mod/Mod-Intensive dual License	16 week total (8 week each)
Deaf Education	16 week term
Ed Interpreter	16 week term

Graduate Programs

Master of Arts in Teaching Program (Secondary) (Variety of Content Areas)	100 hr. fall semester practicum + 13 week student teaching (Spring semester only)
Master of Arts (Early Childhood prek-3)	15 week term
Speech Language Pathology	6 week field practicum + 10 week full-time practicum

Early Field Experiences

The type of field experience varies with each course and involves either directed observation or participation.

- * **Directed Observation:** Involves a predetermined set of requirements including a set number of hours as established by the university instructor and/or program area.
- * **Participation:** Involvement with P-12 students varying from individualized tutoring, to small group instruction, to team teaching, to whole class instruction/management, for a set number of hours as established by the university instructor and/or program area.

Compensation

For mentoring student teachers, the College/University will provide the “School” district/agency a stipend payment, based on the number of student teaching placements and weeks requested. The stipend amount will be determined on an annual basis. The “School” district/agency has the prerogative to determine the number of placements of student teacher candidates it will accept.

Provisions for Coordinating Ongoing Activities and Solving Problems

The Vacca Office of Student Services is responsible for coordinating student teaching and field experiences. The director and staff of student teaching and field experiences contact and communicate regularly with identified school personnel for placement requests. The staff of the Vacca Office of Student Services works closely with faculty, students, and schools to provide the best possible placements.

The jurisdiction of the school and the university over teacher candidates ought to be complementary. Both institutions contribute to the resolution of any major problem through mutual agreement or compromise. Problems and concerns may be brought to the attention of the Director of Field/Clinical Experiences in the Vacca Office of Student Services. Office staff will assist in the resolution of problems that may arise among any of the participants (director/principal, teacher, supervisor, or university teacher candidate) in any field experience. A due process procedure is outlined in the appropriate version of the handbook, “Collaboration in Teacher Education”, which can be found at <https://www.kent.edu/ehhs/voss/forms> . While it is more appropriate for student teaching, it may be applicable for sustained practicum experiences that occur before traditional student teaching.

Means for Revisions to Meet Changing Needs and Conditions

The Vacca Office of Student Services is also responsible for coordinating revisions with the College of Education, Health, and Human Services departments/faculty that are necessary to meet changing needs and conditions. Office staff work closely with program faculty to comply with state standards. School personnel, university supervisors, and teacher candidates are given the opportunity to make suggestions for needed revisions by contacting the Director of Clinical/Field Experiences in the Vacca Office of Student Services. Formal proposals will be taken to the appropriate College committees for action.

Addendums and Revisions to the Agreement

It should be understood that this document is a ‘general form’ used to initiate a formal agreement with our partnering school districts and institutions for the general purpose of placing Kent State University students in an off-campus setting. If a particular program or institution requires further consideration of physical conditions, classroom resources, environmental conditions, accessibility, applicable personnel needs, or other relevant considerations, either party may submit a detailed addendum for consideration by both parties. It is also understood that any such addendums will only be enacted after having sufficient time to review all terms and conditions presented in the addendum, and only with the full and formal consent of both parties.

Other Provisions

Equal Opportunity: It is mutually agreed that neither party shall discriminate on the basis of race, color, nationality, or ethnic origin, age, sex, or creed.

Student Teacher Candidates shall not be considered employees of the School for any purpose and shall have no claim against the School under this Agreement for wages, vacation pay, workers' compensation, disability benefits, unemployment benefits, social security, or other employee benefits of any kind. The School will not be held liable for injuries received while working because of the negligence of the Student Teacher or a third party.

Neither party shall use the name of the other party in any advertisement or in a public statement of any kind, or in any medium, without first obtaining the written permission of the party whose name is being used.

The student teacher candidate may be required to certify that while working on state property, the student will not purchase, transfer, use or possess illegal drugs or alcohol or abuse prescription drugs in any way pursuant to Section 123:1-76-12 of the Ohio Administrative Code.

Kent State University certifies that the acceptance of this contract will not violate the provisions of the Ethics law pursuant to Section 102.03 of the Ohio Revised Code.

If the Agreement is with a State agency, Kent State University affirms that it has read and understands Executive Order 2019-12D issued by Ohio Governor Mike DeWine and shall abide by those requirements in the performance of this Agreement.

Termination: Unless sooner cancelled as provided therein by written request, the term of this agreement is Indefinite and perpetual, commencing on the date of the signature last to sign. This agreement may be renewed or amended at any time by written consent of the parties. It may also be cancelled at any time by either party not less than (10) days written notice.

It is understood and agreed that all terms and conditions forming a part of the Memorandum of Understanding by and between the "School" and Kent State University shall remain in full force and effect during the term of the Agreement. This Agreement is the entire understanding of the parties on its subject matter and supersedes all prior oral and written agreements with respect thereto. It may be amended only by a writing signed by both parties specifically stating intent to amend this Agreement.

This Agreement shall be interpreted according to the laws of the state of Ohio. Any actions, suits, or claims that may arise pursuant to this Agreement shall be brought in a court of competent jurisdiction in the state of Ohio.