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Affiliation Agreement

The Ohio State University, on behalf of OSU Columbus campus ("OHIO STATE"), and Mid Ohio ESC

("PLACEMENT SITE") agree as follows:

WHEREAS, OHIO STATE has established a program for professional preparation as part of its requirements towards an educator preparation program overseen by the College of Education and Human Ecology. This preparation program includes Placement Experiences working with P-12 students as defined below; and are required for Ohio licensure as outlined by the State Board of Education and other state agencies,

WHEREAS, the PLACEMENT SITE desires to aid the professional preparation of students at OSU who wish to continue training to enter the education field;

NOW THEREFORE, in consideration of the mutual benefits to be received, the parties do hereby mutually agree to the following provisions:

1. For purposes of this agreement the following definitions shall apply to the identified terms below:
   - Placement Experience: an all-encompassing term used to describe a PK-12 field experience that fulfills a course or program requirement(s) primarily completed for educator licensure, which can be observation, participation, practicum, internship, student teaching or clinical in nature.
   - Placement Type: is the various kinds of field experiences that a student may be present for in the PLACEMENT SITE. For purposes of this contract, they will be classified as:
     - Pre-major Placement: an experience prerequisite to observation/participation and student teaching placements. Typically, this experience occurs in the first or second year of an undergraduate program.
     - Observation/Participation Placement: a major level experience that involves a combination of observation and scaffolded participation throughout the engagement, sometimes referred to as practicum.
     - Student Teacher Placement: a culminating experience to a teacher licensure program, sometimes referred to as co-planning and co-teaching, involving substantial responsibility by the OSU student and ongoing mentorship from the licensed educator.
     - Clinical or Internship Placement: a culminating experience for administration or pupil service license types.

2. OHIO STATE and the PLACEMENT SITE shall agree in writing on the selection and number of OSU students eligible to participate per academic term, and the Parties will agree in writing on the time requirements and general responsibilities of the participating student(s) while they are in the placement experience. OHIO STATE shall recommend the placement of students based on suitability of the PLACEMENT SITE, as determined by OHIO STATE to meet the participating student's educational needs. The PLACEMENT SITE shall recommend a licensed educator who meets the requirements outlined in Exhibit A. This individual shall be a PLACEMENT SITE employee, who may also be referred to as cooperating teacher, educator, or mentor, assigned to provide on-site supervision and coaching to support the placement experience.

3. While participating in the placement experience, OSU students will be notified of the expectation to comply with all relevant OHIO STATE and PLACEMENT SITE policies and procedures, including rules relating to the confidentiality of student information. PLACEMENT SITE shall provide all necessary orientation, administrative guides and policies and procedures, including safety plans to participating students upon arrival at the PLACEMENT SITE.

3. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students, because of race, religion, ethnic or national origin, gender, sexual orientation, marital status, age, disability, or veteran status.

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4. OHIO STATE shall withdraw any participating student from the placement experience if the student is found not to be acceptable for reasons of performance or reasonable cause on the recommendation of the PLACEMENT SITE, by the OHIO STATE Coordinator of Field Experiences, or their designee. Upon withdrawal of a participating student from the placement experience, the PLACEMENT SITE and OHIO STATE will discuss the pertinent facts, including the underlying reason for termination, as soon as possible. This ensures the Parties' reporting obligations are met and the OSU student's continued matriculation is delayed as little as possible. Both Parties retain the right to terminate a placement experience at any time. The Parties agree to communicate through the identified points of contact listed in Section 13 of the agreement. These processes help to preserve the health and safety of all individuals, and the Parties are responsible to fulfill all reporting obligations under law.

5. During the placement experience, the primary objective for participating students shall be educational. Additional learning objectives for the OSU student to experience and meet will be defined by OHIO STATE and communicated with the assigned mentor.

6. Participating OSU students in the placement experience will not be employees of the PLACEMENT SITE and shall not be entitled to compensation or benefits as such. PLACEMENT SITE employees whose duties are aligned to placement requirements and count towards course or program requirements are not covered by this agreement.

7. OHIO STATE shall compensate the PLACEMENT SITE in accordance with OHIO STATE, Columbus's standard practices outlined in Exhibit B.

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8. The PLACEMENT SITE shall provide participating students with access to the physical facilities, effectuating training, providing supplies and equipment that the Parties mutually agree to as necessary for the appropriate management of the placement experience, these may include but are not limited to personnel trainings, badge ID requirements, dress-code, instruction for any School-wide compliance or pre-placement requirements.

9. The PLACEMENT SITE agrees to complete all forms requested by OHIO STATE including student evaluation reports, and any other reports necessary to evaluate and monitor the placement experience. OHIO STATE may request mentor training to support the effectiveness of these efforts.

10. The PLACEMENT SITE agrees to provide the University designated representative and students participating in the placement experience access to meeting space during the periods of the placement experience and space for reference materials.

11. The PLACEMENT SITE shall arrange emergency medical care, to the extent of the PLACEMENT SITE's capabilities, to any participating student for any injury sustained during the placement experience. The PLACEMENT SITE shall not be financially responsible for any injury to a participating OSU student which may occur as a result of this affiliation, unless such injury was caused by the negligent, reckless or willful act of omission of the PLACEMENT SITE, its employees or its agents.

12. The term of this Agreement shall be for two academic years commencing on November 10, 2026 , (the "Anniversary Date") and ending on July 31, 2027. Either Party may cancel this agreement for any reason upon 60 days prior written notice to the other Party.

13. All notices which may be necessary or proper for either party shall be addressed as follows:

OHIO STATE:

Lauren Salamone, salamone.9@osu.edu
Associate Director, Accreditation, Placement, and Licensure

Heather Long, long.1416@osu.edu
Placement and Licensure Coordinator

Columbus, College of Education and Human Ecology
185E Arps Hall 1945 N. High St.
Columbus, OH 43210

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PLACEMENT SITE: 890 W 4th St, Mansfield, OH 44903

14. No prior representation, warranty, condition or agreement of any kind or nature shall be binding upon the parties unless incorporated in this agreement. This agreement contains all the terms and conditions agreed upon by the parties.

15. This agreement shall be construed in accordance with the laws of state of Ohio. Any legal actions, claims, or demands shall be handled in a court of competent jurisdiction within the state of Ohio.

16. Each Party to this Agreement shall be responsible for any liability, claim, loss, damage or expenses, including without limitation, reasonable attorney fees, arising from its negligent acts or omissions in connection with its performance of this Agreement, or its failure to comply with the terms of this Agreement, as determined by a court of competent jurisdiction.

17. Neither Party shall use the other's name, logos, or other trademarks without the prior, written consent of the other Party, which shall be within the sole discretion of the Party at issue.

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Signatures

FOR THE PLACEMENT SITE

_____ _____
PLACEMENT SITE Representative Signature Date

Eric Turlo
_____
Print Name

_____
Print Title

FOR THE OHIO STATE UNIVERSITY

_____ _____
Date

The Ohio State University at Columbus

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Exhibit A. Mentor/Cooperating Teacher Requirements

Note: Please share this exhibit with the building/site administrators at the beginning of each year. The placement site coordinator confirms all school leader recommendations adhere to the requirements before recommending an educator to serve as a mentor or cooperating teacher.

The PLACEMENT SITE shall ensure that an assigned mentor or cooperating teacher:

1. Holds and maintains Ohio State Board of Education (formerly Ohio Department of Education) teacher certification/licensure in area(s) in the grade level(s) and subject area(s) which they will supervise the OSU students participating in the placement experience,
2. Has completed a minimum of three years of classroom teaching experience including one year in the placement site,
    a. Preferred but not required: one year in the placement area they will supervise,
3. Is recommended by the building principal or lead site administrator of the placement location,
4. Has been fully informed of the duties and responsibilities required of them under this agreement prior to consenting to assume this role,
5. In accordance with ORC 3333.048 A(4) and the requirements established by the Ohio Department of Higher Education (ODHE) and Ohio Department of Education and Workforce (ODEW),
    a. Have training in literacy instruction strategies aligned to the science of reading defined for the corresponding ODEW licensure area/pathways,
    b. Use aligned instructional materials approved for the corresponding placement setting.

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Exhibit B. Compensation

OHIO STATE shall grant fee waivers to the PLACEMENT SITE in accordance with OHIO STATE Columbus's standard practices, as they may be modified from time to time, if the PLACEMENT SITE meets the criteria determined by OHIO STATE. Compensation will be distributed based on a fee waiver option model as described below.

1. Fee waiver option:
    a. Allocation Rates:
        i. Field Experiences, including:
            1. Pre-major placements = 0.1 fee waivers per placement per student
            2. Observation/Participation, Practicum, Internship placements:
                a. less than 25 hours = 0 fee waivers per placement per student
                b. 26-51 hours = 0.5 fee waivers per placement per student
                c. 52+ hours = 1 fee waivers per placement per student
            3. Clinical, Student Teaching, Co-planning/Co-teaching placements = 1.5 fee waivers per placement per student
            4. After totaling the values above, the Placement sites total amount of fee waivers will be rounded up to next whole number.
    b. Utilization of fee waivers available:
        i. Fee waivers can be redeemed for courses (undergraduate or graduate) at any OHIO STATE campus, subject to availability.
        ii. The value of the waiver will only cover instructional and general fees. Other fees must be covered by the PLACEMENT SITE or the enrollee.
        iii. OHIO STATE will confirm the total number of fee waivers the PLACEMENT SITE earns annually (at the end of each academic year). This number corresponds to the number of students who successfully completed field experiences at the PLACEMENT SITE.
        iv. PLACEMENT SITE designated contacts are responsible for disseminating fee waivers or creating any internal processes within their entity to do so.
        v. OHIO STATE Financial Services Offices for Columbus campus will provide guidance on the process for redeeming waivers.
        vi. The process for communicating and redemption tracking of fee waivers will be communicated by the OHIO STATE placement contact to the PLACEMENT SITE's designated contact.
    c. Timing: Fee waivers are earned on an annual basis and must be used in the academic year (Autumn, Spring, and Summer terms) immediately following the year in which they are earned. The placement site is not permitted to carry over any unused fee waivers. Once a waiver expires, it cannot be redeemed.
    d. If a placement is cancelled prior to the original end date for any reason, compensation will be calculated based on the number of hours completed as of the date of calculation.
    e. Individuals who wish to use fee waivers must meet the University's admission requirements. This agreement does not create an obligation on the part of the University to admit a recipient who would not otherwise meet admission requirements. In the question of eligibility, the director of admissions of the University shall make such decisions. Likewise, this agreement does not guarantee the availability of specific coursework.

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Certificate Of Completion

Envelope Id: 3D4CC6DB-10D6-838F-8163-EB8794B94C3A
Status: Sent
Subject: Complete with Docusign: OSU Columbus_Mid Ohio ESC Affiliation Agreement
Source Envelope:
Document Pages: 5
Signatures: 0
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Envelope Originator:
Megan Danielle Schertel
1050 Carmack Rd
Columbus, OH 43210
schertel.5@osu.edu
IP Address: 153.66.209.158

Record Tracking

Status: Original
11/10/2026 3:10:01 PM
Holder: Megan Danielle Schertel
schertel.5@osu.edu
Location: DocuSign

Signer Events	Signature	Timestamp
Eric Turlo turlo.eric@moesc.net Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 11/11/2026 7:47:27 AM ID: 13972f9c-1570-40ac-950c-3c21205c8f5e Company Name: The Ohio State University		Sent: 11/10/2026 3:14:42 PM Viewed: 11/11/2026 7:47:27 AM
Kathleen Lea Lynch lynch.618@osu.edu Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		

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In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Lauren Marie Salamone salamone.9@osu.edu Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign		

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/10/2026 3:14:43 PM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, The Ohio State University (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact The Ohio State University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: swisher.169@osu.edu

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To advise The Ohio State University of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from The Ohio State University

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to esignature@osu.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with The Ohio State University

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to swisher.169@osu.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify The Ohio State University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by The Ohio State University during the course of your relationship with The Ohio State University.