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## South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

**District Service Center**

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### **ADMINISTRATIVE REPORT**

TO: Members of the School Board  
Dr. Keith Jacobus, Superintendent

FROM: Dr. Kevin Witherspoon, Director of Human Resources

DATE: 05/16/19

TOPIC/PURPOSE OF REPORT: Student Teacher Placement Agreement/ Clinical Placement  
Affiliation Agreement

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: 05/23/19

### **REPORT**

The University of Northern Iowa and South Washington County Schools, ISD #833, have a student teacher/ internship placement partnership that provides student teacher and internship placements in various classrooms throughout ISD 833.

After periodic review of placements in our district, the University of Northern Iowa is requesting that this collaborative relationship remain in place for the next three school years, commencing on August 1, 2019 and ending on July 31, 2022.

The administration recommends approval of this agreement.

# LETTER OF AGREEMENT

Between

UNIVERSITY OF NORTHERN IOWA and Educational Agencies  
To fulfill requirements for STUDENT TEACHING/INTERNSHIPS

## 1. Scope of Agreement

This letter of agreement sets for the role, responsibilities, and rights of personnel associated with the South Washington County Schools, Cottage Grove, MN, personnel associated with the University of Northern Iowa and of any student enrolled in the university, while such teacher education major is assigned a student teacher in the cooperating educational agency.

## 2. Options for Student Teachers

Student teachers must register for a full semester experience in student teaching. Students seeking additional endorsement may register for four (4) hours of credit. Students are responsible for transportation and housing unless the district provides other arrangements during placement.

## 3. Placement of Student Teachers

Placement of student teachers shall be accomplished on a cooperative basis between the University of Northern Iowa and the cooperating educational agency.

Placement shall be initiated by the university coordinator upon completion of an application from each student teacher setting out his/her qualifications/backgrounds and the assignment(s) needed to meet certification, endorsement, and approval area standards. The cooperating educational agency reserves the right to refuse assignment to any given student teacher. However, said decision shall not be based on race, creed, color, sex, national origin, disability, age, religion, veteran status, or any basis protected by law.

## 4. Termination or Change of Assignment

The coordinator may, for good cause, terminate or change the assignment of any student teacher. Prior to reaching such a decision, the coordinator shall consult with the cooperating teacher and all other concerned parties regarding the reason(s) for termination or change of assignment.

## 5. Supervision of Student Teaching

A member of the university faculty or selected practitioners/administrators will serve as the coordinator of the student teaching program for the purpose of administering the program and supervising/evaluating the student teachers in cooperation with the cooperating teachers. The cooperating teachers shall guide and direct the students.

The identification, selection, and continued use of qualified cooperating teachers shall be made by the cooperating educational agency. The student teachers shall be subject to the policies, rules, and regulations including the same tort liability protection provided to employees of the cooperating educational agency. Student teachers should not be used as substitute teachers.

**6. Evaluations**

Evaluations of the student teachers shall be a shared responsibility. The cooperating teacher, college supervisor, and others knowledgeable about the performance of the student teacher shall be involved. Evaluation is comprehensive, continuous, specific, and individualized. Mid-term and final evaluation conferences are necessary. The student teacher, cooperating teacher, and college supervisor shall participate. The cooperating teacher and college supervisor shall collaborate in the preparation of the final evaluation, which shall be to the UNI coordinator in a timely fashion. The UNI coordinator is responsible for assigning academic credit including grade.

**7. Compensation to Cooperating Agency**

The University of Northern Iowa agrees to pay a stipend for the student teaching placement. Payment is made to the cooperating teacher and/or school district at the completion of the student teaching assignment as indicated on the student teaching placements form completed by the school district.

**8. Continuation of Contract**

This agreement will be valid for a period of three full calendar years commencing 8/1/2019 and ending 7/31/2022. Both the school district and the University of Northern Iowa agree that placement of student teachers will depend on availability of cooperating teachers and student teachers who mutually accept their responsibilities during this time period.

**APPROVED:**

**District Representative Signature**

**Head, Department of Teaching Signature**

Mary Donegan-Ritter

**Print Name**

**Print Name**

Head, UNI Department of Teaching

**Position**

**Position**

**Date**

**Date**