



South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

District Service Center

7362 E. Point Douglas Rd. S.

Cottage Grove, MN 55016

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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: 10/11/18

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

RECOMMENDED BOARD ACTION: Approval

DATE FOR BOARD ACTION: 10/18/18

REPORT

Northwestern College (Orange City, Iowa) and South Washington County Schools, ISD #833, would like to begin a student teacher/ field experience placement partnership that would provide student teacher placements and field experiences in various classrooms throughout ISD 833.

Northwestern College (Orange City, Iowa) is requesting that this collaborative relationship begin on January 2, 2019 and remain in place through June 30, 2019.

The administration recommends approval of this agreement.

PRACTICUM and STUDENT TEACHING AGREEMENT

In accordance with the Iowa administrative codes, volume 53 department of education 670-i9.15 (3) d.

An agreement between

South Washington County Schools

7362 East Point Douglas Rd S.

Cottage Grove, MN 55016-3025

and Northwestern College (Orange City, Iowa)

*concerning the obligations of each party in program-directed
experiences for student teaching.*

It is agreed that the following considerations shall serve as the basis for a working agreement between the two participating institutions of this program:

NORTHWESTERN COLLEGE

For STUDENT TEACHING EXPERIENCES, Northwestern College (NWC) agrees to the following:

1. NWC will assign for a 4- to 14-week student teaching experience only those student teaching candidates who have satisfactorily completed the necessary academic and professional training program.
2. NWC will coordinate the assignment of student teachers to specific supervising teachers by submitting tentative assignments to the appropriate school administrator.
3. NWC agrees that student teachers will be directly supervised by:
 - a. the NWC Director of Student Field Experience, and
 - b. the cooperating teachers chosen by the Superintendent of Schools and/or building level administrators assigned such responsibilities. Cooperating teachers must be properly credentialed in the area in which the Northwestern student teacher is placed.
4. NWC will provide qualified instructors from the Northwestern College Education Department to visit and observe in the cooperating schools and to hold individual and joint conferences with student teachers and cooperating teachers.

5. NWC will gift cooperating teachers with a family pass to Red Raider athletic events and four tickets to an NWC theatre production. In addition, after the student teaching has ended and all forms have been completed and a letter of recommendation has been written and submitted by the cooperating teacher on the student teacher's behalf, NWC will pay the cooperating teacher a stipend that corresponds to the number of supervisory weeks:
 - a. \$ 50.00 for 4 weeks
 - b. \$ 75.00 for 6 weeks
 - c. \$ 100.00 for 7-8 weeks
 - d. \$150.00 for 10-12 weeks
 - e. \$200.00 for 14-16 weeks
1. When the supervisory role is shared between two or more teachers, each will receive the appropriate prorated portion of the designated amount. If a student teacher withdraws from the experience before s/he has completed half of the student teaching assignment, the cooperating teacher will be compensated with half the rate s/he would have received if the student had completed the whole student teaching experience. If a student teacher withdraws from the experience after s/he has completed half of the student teaching assignment, the cooperating teacher will be compensated with the full rate s/he would have received if the student had completed the whole student teaching experience.

NWC agrees to discuss the in-kind/stipend payment detailed in item 4 of this contract with the Superintendent of Schools before any payment is issued. The Superintendent will have authority over the timing and method of stipend disbursement in her/his district.

COOPERATING SCHOOL

For both PRACTICUM EXPERIENCES and STUDENT TEACHING EXPERIENCES, the cooperating school (CS) agrees to the following:

1. The CS will allow NWC students the use of the school's physical resources that are normally available to classroom teachers, including buildings, equipment, essential supplies, and library facilities that are necessary and reasonable to enable the student teacher to function adequately in your school.
2. The CS will provide each NWC field experience student with a cooperating teacher who will:
 - a. Anticipate the assigned student
 - b. Orient the assigned student
 - c. Provide a period of essential classroom supervision
 - d. Permit the student to participate in classroom routines
 - e. Counsel the student concerning teaching assignments
 - f. Model teaching for the student by assisting, presenting demonstrations, teaching partial periods and engaging in other similar demonstrations of professional teaching
 - g. Arrange with the student teacher * for her/him to teach an entire block or unit of work for which s/he will do all of the planning and teaching (**This applies only to student teachers; practicum students may teach a class or presentation, but not an entire block or unit.*)
 - h. Evaluate the work and ability of the practicum student or student teacher, completing all appropriate forms as requested by NWC to aid in assigning the student a practicum or student teaching grade.

3. The CS will place NWC students in control of classes or students only after they have demonstrated readiness and careful planning with both the cooperating teacher and NWC supervisor.
4. The CS will provide opportunities for NWC students to participate in co-curricular or extra-curricular supervision or activities that are part of the cooperating teacher's contract responsibilities and are consistent with the education endorsements or certifications being pursued by the NWC student.
5. The CS will permit visitation and observation by members of the Northwestern College Education Department or designees appointed by the College.
6. The CS will utilize the student teacher as agreed upon with and approved by the Northwestern College Education Department. The CS will further consult with the NWC Director of Student Field Experiences regarding any changes to the NWC student's practicum or student teaching assignment. The CS will refrain from using the NWC student as a substitute teacher.
7. The CS will provide supervision of the NWC student by certified personnel at all times during the practicum or student teaching experience.

This shall be a continuous contract. Each party reserves the right to dissolve the contract at any time if a student field experience proves to be unsatisfactory. In case of discontinuance, Northwestern College will pay all obligations incurred at the time of discontinuance. This contract shall supersede any and all prior agreements, be they verbal or written, between both parties and their representatives.

This agreement is effective for the period of **January 2, 2019, to June 30, 2019**, and may be revised annually by mutual agreement of the administrators of the institutions referred to herein.

Signed for:	Signed for:
Northwestern College 101 7th St. SW Orange City, IA 51041	South Washington County Schools 7362 East Point Douglas Rd S. Cottage Grove, MN 55016-3025



Director of Student Field Experiences

Date October 4, 2018

Administrator or designee

Date _____