

University of Central Missouri

College of Education

MEMORANDUM OF UNDERSTANDING

for

2020 - 2025

Office of Clinical Services and Certification

Lovinger Building - Room 2170

Warrensburg, Missouri 64093

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University of Central Missouri

MEMORANDUM OF UNDERSTANDING for 2015 – 2020

Office of Clinical Services and Certification

I. SCOPE OF THIS AGREEMENT

This document shall serve as an agreement between the University of Central Missouri's College of Education (referred herein as the University) and the Raytown C-2 School District (referred herein as the District) pertaining to clinical placements with the District.

This agreement is intended to provide common expectations and guidelines for the placement of UCM students in clinical experiences in the District.

The University shall be represented in all matters relating to clinical placements by the Director of Clinical Services and Certification and/or the designated representative.

The District shall be represented by the Superintendent of Schools (referred herein as the Superintendent) and/or his/her designee.

This Agreement constitutes the entire understanding and agreement of the parties with respect to the subject matter contained herein and supersedes all prior agreements concerning the same subject matter, whether written or oral.

The term of this agreement shall be in effect for a period of five years, commencing from August 1, 2020 through July 31, 2025. Any necessary revisions/updates shall be completed annually.

II. PLACEMENT OF STUDENTS

UCM students will be placed in school/classroom settings within the grade range and content area that aligns with the certification program they are exploring and/or certification area. If exceptions occur, arrangements will be agreed upon by the University and the District.

The District, under the terms and conditions of the Memorandum of Understanding, will accept UCM students for clinical placements for times and durations set forth by the University and agreed upon by the District. The District reserves the right to accept only the number of students it deems to be feasible in light of available district faculty at any given time and reserves the right to not accept a student. District placements will be arranged through the Office of Clinical Services and Certification. Levels of clinical experience are as follows:

EARLY LEVEL CLINICAL EXPERIENCE – Sophomore Year

FLDX 2150 - Introductory Field Experience - UCM students are required to observe classroom instruction of a certified teacher for thirty (30) clock hours.

EDSP 2100 - Education of the Exceptional Child - UCM students are required to observe classroom instruction in a special education classroom for three (3) hours then follow a special education student into the regular classroom for three (3) hours – the total experience is six (6) clock hours of observation.

MID-LEVEL CLINICAL EXPERIENCE – Junior Year

FLDX 3000 – Field Experience in the Content Area – UCM student are required to observe classroom instruction of a certified teacher in their certification content area for a minimum of thirty (30) clock hours and teach a minimum of one (1) mini lesson.

SENIOR LEVEL CLINICAL EXPERIENCE – First Semester Senior Year

FLDX 4970 – Field Experience II in the Content Area – UCM students are required to observe classroom instruction of a certified teacher in their certification content area for a minimum of fifty (50) clock hours and teach a minimum of three (3) mini lessons.

CULMINATING LEVEL CLINICAL EXPERIENCE – Senior Year Student Teaching

UCM students are required to student teach with a qualified teacher in their certification content area for a minimum of sixteen (16) weeks.

DEPARTMENT-ASSIGNED CLINICAL EXPERIENCES - Individually assigned experiences by the various departments will occur. The number of hours will vary and occur at various levels. Placement will be arranged by the Office of Clinical Services & Certification or by the UCM department instructor.

DISTRICT POLICIES - UCM students will be required to comply with all District rules, policies, procedures, and directives.

CALENDAR - UCM candidates are required to follow the calendar of the District rather than the University Calendar during any extended placements, such as student teaching.

CONFIDENTIALITY - Subject to applicable laws and in a manner consistent with the District's confidentiality requirements and policies, the District shall allow the UCM student reasonable access to information, including relative documentation and reports.

III. ASSIGNMENT OF THE COOPERATING TEACHER

Requests for placement will initiate from the Office of Clinical Services and Certification. The District will make the final decision on the assignment of the district's cooperating teacher.

FLDX 2150 – Introductory Field Experience - efforts should be made to place the UCM student with a teacher at or near the content area of request by the University. If such a placement is not available, placement may be at the District's discretion.

EDSP 2100 – Education of the Exceptional Child - UCM students should be placed in a special education classroom for three (3) hours, then follow a special education student into the regular classroom for three (3) hours.

FLDX 3000 – Field Experience in the Content Area – UCM students should be placed with a certified teacher in their certification content area.

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STUDENT TEACHING - UCM students are required to student teach with a qualified teacher in their certification content area for sixteen weeks.

DEPARTMENT ASSIGNED FIELD EXPERIENCES - Individually assigned Experiences by the various departments will occur. The number of hours will vary. The District designee or building principal will determine the cooperating instructor (s). Placement may be arranged by the Office of Clinical Services and Certification or by the individual department instructor. If the UCM student can be placed in the District, the student should be placed within the requested area.

The Superintendent shall establish the procedure of whom the University shall contact for the purpose of placing students for field placements. The Office of Clinical Services and Certification shall work through designated individual.

IV. BACKGROUND AND SECURITY CHECK PROCEDURES

The University is responsible for ensuring that each UCM student, prior to beginning their clinical experience or student teaching placement, shall have undergone a successful background

check through the designated vendor of the Missouri Department of Elementary and Secondary Education. Students will comply with the District's confidentiality requirements and policies.

V. LIABILITY INSURANCE

UCM strongly recommends that students maintain professional liability insurance as part of the UCM Teacher Preparation Program. Information is provided to students regarding "no cost" student membership to the Missouri State Teachers Association (MSTA) and Missouri National Education Association (MNEA). Membership in either organization provides "no cost" liability insurance for the student member.

VI. DURATION, CHANGE OF ASSIGNMENT AND TERMINATION

UCM recognizes the authority of a host district to request termination of a student's placement at any time. The official decision to terminate a student placement, whether initiated by the District or University, will be made by the Director of Clinical Services and Certification, or his/her designee.

Any clinical experience student may be terminated from their placement due to the candidate's lack of competency, failure to comply with the District's rules or policies, failure to comply with the University's rules or policies, failure to comply with federal, state, or local laws and regulations, or in the event that the District or the University reasonably believed it is not in the best interest of the candidate or the students of the District, for the candidate to continue in his/her placement.

The District representative, either the cooperating teacher or building principal, must notify the Office of Clinical Services and Certification before termination of the student placement. If a student is removed from his/her placement, the Director of Clinical Services and Certification, or his/her designee, will notify the university supervisor and the student. Clinical Services and Certification will address any due process options that might be involved for the student. The district will be asked to provide written or verbal explanation of the reason for the request to terminate the student placement. If the candidate is a student teacher, the explanation will be in writing.

If the District is requesting a change in student placement, the cooperating teacher or building principal should contact the Office of Clinical Services and Certification to discuss the change in placement and request approval.

A student teaching placement will cover a span of sixteen (16) weeks, or one semester.

Individual student observations may range from one (1) clock hour to sixty (60) clock hours.

VII. ORIENTATION FOR STUDENT TEACHERS AND COOPERATING TEACHERS

Teacher candidates and cooperating teachers must attend an orientation/workshop the semester before the student teaching assignment begins. The workshop will be held in either an in-person or virtual format. The Office of Clinical Services and Certification will sponsor and arrange these workshops. District will be responsible for providing a substitute for the cooperating teacher and possible mileage for the cooperating teacher. There is no cost for participation in the orientation/workshop.

The UCM University Supervisor will conduct an orientation "district site visit" near the

beginning of the district's semester. The meeting will involve the university supervisor, teacher candidate and cooperating teacher. This meeting will provide an overview of program expectations, schedules and timelines. This meeting may be conducted virtually.

Clinical Services and Certification provides an online orientation for the cooperating teacher. This orientation is designed to provide information about their role as the cooperating teacher and is available at www.ucmo.edu/teach.

VIII. SUPERVISION AND EVALUATION OF PRE-SERVICE TEACHERS AND STUDENTS

University of Central Missouri utilizes the Missouri Educator Evaluation System (MEES) to measure the effectiveness of their teacher candidates. The MEES utilized by UCM evaluates sixteen selected indicators from the list of the state thirty-six quality indicators. All nine MoSPE standards are addressed in this evaluation system. The quality indicators assessed in the UCM evaluation system are taken directly from the state MEES as recommended by Missouri school districts for beginning teachers. The University system models the state system.

Teacher candidates will be evaluated a minimum of five (5) times per semester by their university supervisor. These observations may be conducted in a virtual manner with the method to be agreed upon by the University and District. Additional observations may occur at the discretion of the university supervisor. The building principal will be requested to provide a minimum of one (1) observation for each teacher candidate in their building; however this is an optional assessment. A state approved form will be used for this assessment. The cooperating teacher will be requested to provide daily supervision and instruction in working with the teacher candidate. He/she will also be asked to complete a comprehensive summative observation assessment at the end of the semester. A state approved form will be used for this assessment. The co-teaching model will be utilized during the student teaching experience. The final grade assigned to the teacher candidate's performance will be the responsibility of the UCM University Supervisor.

IX. MISSOURI K-12 STATEWIDE ASSESSMENTS

Student teachers do not meet state requirements to administer statewide assessments. Student teachers may observe the testing process in the classroom, if agreeable with district policies and/or district officials; however, they may not proctor or be in charge of any phase of the testing process.

X. STATUTORY AUTHORITY AND ADMINISTRATIVE RULE FOR PRE-SERVICE TEACHERS AND/OR STUDENTS

References to the status of pre-service teachers and/or students can be found in the following statutes and administrative rules:

Missouri Statutes:

1. RSMo 161.092 – Powers and Duties of State Board
2. RSMo 161.097 – Evaluation of Teacher Education Programs
3. RSMo 168.021 – Issuances of Teachers' Licenses

Missouri Administrative Rules:

1. 5 CSR 20-400.330 – Clinical Experience Requirements for Candidates in Professional Education Programs

XI. COMPENSATION AND QUALIFICATIONS

Cooperating Teacher

The District shall appoint a cooperating teacher for each teacher candidate placed in student teaching. The University shall be responsible to compensate the cooperating teacher upon the completion of the semester in the form of a stipend of \$125 (16 week assignment). Missouri Department of Elementary and Secondary Education and the University of Central Missouri's regulations require that cooperating teachers meet the following criteria:

1. Be a full-time member of the school district's faculty.
2. Have a minimum of three years of PK-12 teaching experience.
3. Have been employed by the school district for a minimum of one year.
4. Hold DESE approved certification in the content area/grade range of the teacher candidate.
5. Have demonstrated exceptional competence in teaching.
6. Master's degree at the culminating level.
7. Recommended by district officials and approved by UCM-Office of CS&C .

University Supervisor

The Office of Clinical Services and Certification retains faculty and adjunct faculty to serve as university supervisors. The role of the university supervisor is to guide, counsel, instruct, and supervise teacher candidates. University supervisors will be compensated by the University of Central Missouri at the rate of \$540 per student teacher, plus a one-time stipend of \$200 per semester for attendance at required meetings, plus mileage for supervision at the university rate.

Missouri Department of Elementary and Secondary Education and the University of Central Missouri's regulations require that university supervisors meet the following criteria:

1. Hold a minimum of a Master's Degree
2. Have a minimum of three to five years of experience in PK-12 schools and/or Teacher Preparation.
3. Undergo any and all trainings required by the Teacher Education Council (TEC) and/or the Office of Clinical Services and Certification.

Teacher Candidate

There will be no compensation for the teacher candidate during the completion of their student teaching assignment with the school district.

A teacher candidate's normal teaching load shall be the same as the cooperating teacher to which they are assigned. Other duties shall include, but are not limited to, classroom observation, classroom teaching, development of unit and daily lesson plans, diagnosis of student learning issues, tutoring of students, grading and recording of student assignments, and assistance with record keeping. Additional assignments may include, but are not limited to: lunchroom supervision, playground supervision, hallway duty, bus duty, faculty meetings, I.E.P. meetings, professional development meetings, and parent-teacher conferences.

University of Central Missouri requires that teacher candidates meet the following requirements before they are approved for their student teaching assignment:

1. Maintain a minimum cumulative grade point average of 2.75.
2. Maintain a minimum content grade point average of 3.0.
3. Maintain a minimum professional education grade point average of 3.0.
4. Complete all required course work prior to student teaching.

5. Admitted to the UCM Teacher Education Program.
6. Review all prior disposition assessments with their major department.
7. Received progressing or higher ratings on all disposition forms.
8. Recommended to student teach by their academic department.

Supervision for individual student observation (not student teaching)

Cooperating teachers will not receive financial compensation for working with a student with an individualized short-term observation, such as one to sixty clock hours. The University will attempt to provide some type of recognition program for cooperating teachers.

XII. NON-DISCRIMINATION POLICY

The University of Central Missouri and the District actively follows a policy of nondiscrimination in regard to age, race, color, religion, sex, national origin, sexual orientation, marital status, Vietnam Era veterans and persons with handicaps and disabilities. This policy applies to the awarding of student financial aid, and the recruitment, admission, housing, placement and retention of students, faculty and staff. The University and the District comply with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964 regarding race, color, national origin, religion and sex discrimination, Title IX of the Education Amendments Act of 1972 regarding sex discrimination; the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding discrimination based on disabilities and handicaps; the Age Discrimination in Employment Act; and other state and federal laws and regulations.

Approved by the Board of Governors on February 21, 2001
Formatting updated August 1, 2007

XIII. TERM/TERMINATION OF AGREEMENT

The term of this Memorandum of Understanding shall be in effect for a period of five (5) years, commencing on August 1, 2020 through July 31, 2025. Either party may terminate this agreement upon thirty (30) days written notice, however, the student(s) currently participating in the program shall be permitted to complete the program.

IN WITNESS THEREOF, the parties hereto have entered in the Memorandum of Understanding as of the later date of the signatures below.

University of Central Missouri

Raytown C-2 School District

By: _____
Dr. Phillip Bridgmon, Provost

Date: _____

By: _____
Dr. Marlene Devilbiss, Asst. Supt. of HR

Date: _____

University of Central Missouri

College of Education

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This agreement is intended to provide common expectations and guidelines for the placement of UCM students in clinical experiences in the District.

The University shall be represented in all matters relating to clinical placements by the Director of Clinical Services and Certification and/or the designated representative.

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IN WITNESS THEREOF, the parties hereto have entered in the Memorandum of Understanding as of the later date of the signatures below.

University of Central Missouri Blue Springs R-IV **School District**

By: _____
Dr. Phillip Bridgmon, Provost

Date: _____

By: _____
Johnna Burasco, HR Specialist

Date: _____