

Memorandum of Understanding
between
OKLAHOMA STATE UNIVERSITY
PROFESSIONAL EDUCATION UNIT
and
School Board of Clay County, Florida
for
FIELD CLINICAL EXPERIENCES

This UNDERSTANDING made and entered into this day of August 1, 2022, by and between the Oklahoma State University Professional Education Unit, party of the first part, hereinafter referred to as "OSU PEU," School Board of Clay County, party of the second part, hereinafter referred to as "SBCC." Oklahoma State University students participating in an approved OSU PEU field or clinical experience course will be referred to as OSU PEU candidates.

SECTION 1 SBCC agrees to provide the authorization, supervision, and instruction of OSU PEU candidates completing the field and clinical experiences component of the teacher preparation program. This would include activities such as a) observation, b) teacher job-shadowing, c) student teaching, d) advanced certification internships/practicum, and e) other activities as approved by both the OSU PEU and SBCC. OSU PEU requires all candidates to have a cleared Oklahoma State Bureau of Investigation (OSBI) name check prior to being placed in any field experience or clinical practice. OSU PEU will not place a candidate without a clear OSBI check, but the completion of a cleared OSBI name check will not necessarily require SBCC to accept that OSU PEU candidate in a field or clinical experience. All placements should be mutually acceptable to both parties and either party may withdraw a candidate from the program if they believe it is not in the best interest of the candidate, faculty member, or the program to continue. Procedures for problem solving are detailed in the Handbook for Cooperating Teachers, Supervisors, and Principals. The OSU PEU will provide the appropriate forms, collect the fees, and provide the information to SBCC. The completed OSBI report will be valid for up to four (4) years while the candidate is enrolled at OSU.

SECTION 2 SBCC agrees to accept OSU PEU candidates for assignment in the public schools with cooperating teachers, administrators, and other related teaching personnel. SBCC further agrees the cooperating certified staff will give direct supervision to the OSU PEU candidates assigned and will work with a faculty member assigned by the OSU PEU in directing and evaluating the field or clinical experience.

SECTION 3 The OSU PEU agrees to award *Certificates of Professional Development* (CPD) for SBCC certified staff who supervise OSU PEU candidates. Each cooperating certified staff member who singly supervises a student teacher for 12 weeks will receive a three hour CPD. For each 360 hours of clinical observations, a one hour CPD will be awarded to SBCC. This certificate provides a tuition waiver for the continuing professional development of certified staff member. Cooperating teachers must complete an online evaluation of candidate performance prior to the last day of the semester serving as a cooperating teacher; failure to do so will result in no CPD being issued for that cooperating teacher. The cooperating certified staff member of record can transfer the certificate to another SBCC certified, contracted staff member with the approval of the superintendent. Certificates cannot be sold. If a certified staff member chooses not to redeem the certificate, it must be redeemed by another member of the SBCC certified staff following all OSU PEU and district procedures. The donating certified staff member (or superintendent

approved district administrator with documentation of donation), the certificate recipient and the superintendent must sign the certificate in order to complete the transfer. Certificates must be used during the semester in which course work is completed and will expire after 18 months. Lost CPDs cannot be replaced. No more than 6 hours of certificates may be redeemed by any one person during a semester or summer session. Certificates can only be used to pay for resident, correspondence or extension courses.

SECTION 4 The OSU PEU agrees to provide or arrange for non-credit staff development training related to supervision for those teachers desiring to serve as supervisors of teacher candidates and other clinical experiences. All instructors (tenure-track faculty, adjunct faculty, visiting faculty, and graduate teaching assistants or associates) are required to complete FERPA training. As part of our national accreditation, we are required to teach and assess the professional dispositions of our candidates throughout their coursework. Remediation is provided for any candidate receiving a low score on any element in each course. The elements in this assessment include ethics, professionalism, commitment to education, respect for diversity, work ethic, communication, learner attributes, cooperative/collaborative nature, and flexibility.

All OSU candidates are protected under FERPA. Mentor teachers with concerns about a candidate should communicate with their own administrator/principal and/or Dr. Kathy Thomas in the OSU PEU for elementary candidates or Mr. Rodney Nichols for secondary candidates.

SECTION 5 All field experience forms will be initially processed for each course and each semester through the OSU PEU Field and Clinical Experiences office. Forms processed by the OSU PEU will be given to the designated SBCC district personnel for further processing and site placement.

SECTION 6 The OSU PEU agrees to provide SBCC a report of the year's activities with field and clinical experiences including the schools involved, the various experiences and activities that occurred and the number of CPDs and hours awarded to SBCC teachers and the district.

SECTION 7 All OSU employees are covered by professional insurance for their actions performed within the scope of their employment. OSU will provide liability insurance for candidates placed in Clay County Schools. See attached C.O.I.

SBCC will maintain adequate insurance to provide coverage for the liabilities arising from the acts and/or omissions of employees, representatives or agents of SBCC who are participating in the internship program with OSU. SBCC will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the candidates, employees, representatives or agents of Oklahoma State University. Worker's compensation coverage is not provided to the OSU candidate by SBCC.

SECTION 8 UNDERSTANDING begins August 1, 2022, and may be renewed by August 1, 2023 memorandum of understanding between the two parties.

By: Shelbie Witte
Dr. Shelbie Witte
Senior Director, OSU Professional Education
College of Education and Human Sciences
Date: 08-01-2022

By: Mary S. Bell
SBCC
Date: 10/6/2022