

## Public Schools and Liberty University Student Teaching Agreement

THIS AGREEMENT ("Agreement") made this \_\_\_ day of \_\_\_\_\_, 20\_\_ (the "Effective Date"), by and between LIBERTY UNIVERSITY, INC. ("Liberty") and School District of Clay County ("Public School"), on behalf of itself and its affiliates and subsidiaries, if any;

Liberty's Student Teacher Program is approved by the Virginia Department of Education, and as part of Liberty's formal, educational course of studies require clinical/occupational experiences of students, and desires to assign certain of its students to one or more of Public School's facilities to obtain such clinical/occupational experience; and

Public School, in service to the community and to promote high standards of preparation and training for students, is willing to provide the necessary facilities for clinical/occupational experiences;

NOW, THEREFORE, in consideration of the foregoing premises and mutual covenants and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

The duties and responsibilities of Liberty, Public School and Student found within the Liberty Student Teaching Program are hereby incorporated by reference into this agreement. It can be found at [www.liberty.edu/education](http://www.liberty.edu/education).

Student Teachers are to complete placements at the end of the degree program. The length of placement shall cover the entire span of a 15 week semester. Student Teachers shall complete a minimum 300 hours. A minimum of 150 hours of the 300 hours shall be Direct Teaching Hours. Direct Teaching hours include, but are not limited to, classroom teaching, tutoring, and group instruction. The remaining 150 minimum hours may be Non-Instructional hours including observation, bus duty, cafeteria duty, and coaching. A Student Teacher candidate shall submit a completed application and meet all requirements prior to an application being approved to be considered for a student teaching position, including following the Public School system's requirements regarding background checks. All Student Teachers shall have Professional Liability Insurance and provide evidence of this as part of their application process. The Student Teacher shall abide by both Liberty's and Public School's rules and regulations.

The Student Teacher shall, at no cost to the Public School, submit to and pass the required fingerprinting and criminal background screening as required by the school district. The Student Teacher will be directed to contact the School District of Clay County – Human Resources Division who will inform the student of procedures for electronic fingerprinting. Prior to entering any Clay County school campus the electronic fingerprinting results will be reviewed by the school district authorities who will monitor completion of the process and authorize or deny the placement.

The Student Teacher is to conduct herself/himself in a professional manner. Failure to abide by this provision shall be grounds for removal from the program. The Student Teacher shall not act as a substitute teacher in the absence of the Cooperating Teacher.

Public School shall help facilitate and provide an environment where Student Teachers can fulfill the requirements of the Student Teacher Program. Public School shall have sole discretion in determining whether to allow a placement for each Student Teacher.

Liberty and Public School shall assume joint responsibility to educate Cooperating Teachers of the duties and obligations of working with a Student Teacher. County School Board shall work with Liberty to identify properly qualified and certified teachers to serve as a Cooperating Teacher from within the school system under whose direct supervision the Student Teacher will teach.

The Cooperating Teacher shall:

- a. Have three years teaching experience
- b. Be licensed in the subject area of the student teacher's placement
- c. Must not be a relative of the student teacher

The Cooperating Teacher shall provide feedback to the Student Teacher throughout the placement. Cooperating Teacher shall complete two assessments online, which will evaluate the Student Teacher's competency areas during the field placement. Cooperating Teacher shall be sent an email containing the links to the required assessments. A stipend will be offered to the Cooperating Teacher. A stipend request form must be completed by the Cooperating Teacher at the beginning of the placement as all stipends are sent directly to the Cooperating Teacher at the end of the placement after all required paperwork has been completed.

Liberty shall contact the school system to make the placement request only after Liberty approves the Student Teacher candidate's application. Liberty shall assign a local On-Site Supervisor who shall serve as a Liberty representative and observe the Student Teacher. The On-Site Supervisor will complete the observation form while observing two lessons per placement. A Liberty Supervisor will be assigned to work via email with the On-Site Supervisor, Cooperating Teacher, and Student Teacher. Cooperating Teacher and Public School faculty shall notify the On-Site Supervisor of any concerns or problems within 48 hours of any problems arising during the placement.

It is mutually agreed by and between the parties that the period covered by this agreement shall be from \_\_\_\_\_ to \_\_\_\_\_, inclusive, and supersedes all previous contracts between the parties. This agreement will automatically renew unless cancelled or revised by either party at least 30 days prior to the end of the term.

Liberty University

Public School

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_