

## **Student Teaching Affiliation Agreement**

**This Student Teaching Affiliation Agreement** (“Agreement”) is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2010, by and between Saint Leo University, Incorporated, located at 33701 State Road 52, Saint Leo, Florida 33574 (“SLU”) and the School Board of Clay County, located at 900 Walnut Street, Green Cove Springs Florida 32043 (the “District”).

**1. Purpose.** The purpose of this Agreement is to establish the terms and conditions under which SLU students (“SLU Students”) may participate in Student Teaching Internships, Practicums, and Observations at the schools located in the District.

**2. SLU Student Placements.** The District shall accept SLU Students for placement in Student Teaching Internships, Practicums, and Observations on the terms and conditions set forth herein.

**3. Policies Governing SLU Student Placements.**

a. Placements for all clinical field experiences will be arranged by the designated representatives of the District in collaboration with representatives of SLU. SLU Student applications for final internship will be submitted to the District by the appropriate SLU representative according to the following dates or as otherwise agreed upon by the parties:

April 15 – Submission of applications for final internships for Fall Semester

October 15 – Submission of applications for final internships for Spring Semester

b. Under no circumstances will SLU Students be allowed to contact principals, administrators, or teachers to request a specific preferred placement.

c. SLU Student applicants for college practicums or final internships cannot be placed in a school in which the applicant has a relative who is an employee or a student.

**4. SLU Responsibilities.**

a. SLU will provide a university supervisor for each practicum student or final intern placed in a District school. Each university supervisor will meet the minimum qualification set forth by the Florida Department of Education which presently include the following:

- i. Three or more years of K-12 Teaching Experience
- ii. Evidence of Clinical Educator Training or commensurate clinical training
- iii. A master’s degree or higher in an appropriate educational field.

b. SLU supervisors will observe, evaluate, support, and provide feedback to SLU Students in field placements.

c. SLU will provide to each cooperating teacher a packet of materials and information regarding policies, expectations, and responsibilities of practicum students and final internships.

d. SLU will provide SLU Students with a field experience orientation in which they will be informed that they must a) abide by the policies, rules, and regulations of the placement school, b) follow the principles in the Educator's Code of Ethics and Principles of Professional Conduct, and c) recognize the confidential nature of information regarding K-12 students and their records.

e. SLU will ensure that SLU Students placed in a District clinical field experience shall, at each SLU Student's own expense, submit to and pass a fingerprint-based background check as required by Florida Statutes prior to any direct contact with District students under this Agreement and prior to entering District school grounds when students are present.

## **5. District Responsibilities.**

a. In accordance with applicable Florida Statutes, District cooperating teachers who work with pre-service teachers in practicum or final internship field placements must meet the minimum qualification set forth by the Florida Department of Education which presently include the following:

- i. have three years of K-12 teaching experience
- ii. have a valid teaching certificate in the assigned teaching area
- iii. have evidence of Clinical Educator Training
- iv. demonstrate effective classroom management strategies

b. The District school will make available to the practicum student or final intern the instructional materials required in the classroom in which he/she has been assigned.

c. The District school will provide appropriate orientation for the practicum student or final intern in regard to policies, rules, and regulations for the assigned school and classroom.

d. The District school will provide the practicum student or final intern appropriate feedback, timely evaluations, and scheduled meetings to discuss performance.

**6. Confidentiality.** SLU and the District shall inform each SLU Student of federal and state laws governing the confidentiality of District student information, including FERPA. The parties agree that any breach of confidentiality by an SLU Student shall be grounds for immediate termination of the student's clinical experience.

**7. Indemnification and Hold Harmless.** Neither party shall be responsible to the other for personal injury or property damage or other loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible. The District will provide SLU Students with immediate first aid for work-related injuries or illnesses, such as blood or bodily fluid exposure.

**8. Insurance.** During the term of this Agreement, SLU shall maintain in full force and effect commercial general liability insurance in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.

**9. Notices.** Notices under this Agreement shall be mailed or delivered to the parties as follows:

To the District: Neil Sanders  
School Board of Clay County  
900 Walnut Street  
Green Cove Springs, Florida 32043

To SLU: Saint Leo University  
Att'n Chair, Education Department  
33701 State Road 52  
Saint Leo, Florida 33574

**10. Term and Termination.** The term of this Agreement begins August 1, 2010, and ends on July 31, 2013. Either party may, either with or without cause, upon thirty (30) days written notice to the other party, terminate this Agreement.

**11. Assignment.** The provisions of this agreement shall inure to the benefit of and shall be binding upon the successors of the parties hereto. Neither this agreement nor any of the rights or obligations hereunder may be transferred or assigned without prior written consent of the other party.

**12. Modification of Agreement.** This Agreement may be modified only by written amendment executed by all parties.

**13. Partnership/Joint Venture/Employment.** Nothing herein shall in any way be construed or intended to create a partnership or joint venture between the parties or to create the relationship of principal and agent between or among any of the parties.

**14. Nondiscrimination.** The parties shall comply with Title VI and VII of the Civil Rights Act of 1964, Title IS of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Americans with Disability Act of 1990 and the regulations

related thereto. The parties will not discriminate against any individual including but not limited to employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status, or national origin. This section shall not apply to discrimination in employment on the basis of religion that is specifically exempt under the Civil Rights Act of 1964 (42 U.S.C. §2000 e).

**In witness thereof**, the parties hereto have caused this Agreement to be duly executed and delivered by their respective officials thereunto duly authorized as of the date first above written.

**Saint Leo University, Incorporated**

**School Board of Clay County**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

“SLU”

“District”