

Memorandum of Understanding (MOU)



COLORADO CHRISTIAN UNIVERSITY
School of Education Professions

**Between: Colorado Christian University, College of Adult and Graduate Studies, (CAGS)
School of Education Professions**

**And: Oneida Special School District, TN
Name of District, School, or Other Agency**

Introduction

It is important that colleges and universities that prepare future educators have a vehicle for the practical application of student learning and a place where those students may practice and receive feedback regarding the progress they are making toward becoming a licensed teacher/educator. It is also important to both public and private schools that future teachers are well prepared for the rigor of the classroom and that there is a pipeline where the supply of quality educators meets the demands of the profession. To that end, this Memorandum of Understanding will address meeting those needs.

Purpose

The purpose of this MOU is to outline the relationship and responsibilities between the parties identified for the placement and supervision of field students and student teachers in an early childhood center, school or district that is a party to this agreement.

Contact Information

The primary contact for the administration of this MOU for CAGS shall be: Judy Baker, Coordinator of Field Supervision
303-963-3324 – jbaker@ccu.edu

The secondary contact for the administration of this MOU for CAGS shall be: Jeff Renfrow, Director of Undergraduate Education
303-963-3285 – jrenfrow@ccu.edu

**The District or Agency desires that contacts for the placement of field students originate with:
(Please select the appropriate response)**

 X Central Administration (Please list name of the individual and contact information)
Name: Dr. Jeanny Phillips Phone: (423) 569 - 8912 Email: jphillips@oneidaschools.org

 Direct contact with the building principal, site administrator, or other named contact
Name: [Click here to enter text.](#) Phone: [Click here to enter text.](#) Email: [Click here to enter text.](#)

**The District or Agency desires that contacts for the placement of student teachers originate with:
(Please select the appropriate response)**

 X Central Administration (Please list name of the individual and contact information)
Name: Dr. Jeanny Phillips Phone: (423) 569 - 8912 Email: jphillips@oneidaschools.org

 Direct contact with the building principal, site administrator, or other named contact
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Scope of Services

CAGS School of Education Professions will:

Field Student

- Identify those CAGS students that are deemed eligible for field placement based upon criteria for enrollment in the CAGS Teacher Preparation Program and who have agreed by their signature to comply with all conditions identified in the CAGS Professional Behavior Form.
- Present an eligible field student in good academic standing that has passed a background check.
- Present an eligible field student to assist the classroom teacher in the instructional setting for a minimum of 60 clock hours (Field I) or 70 clock hours (Field II) during the course of 6-10 weeks during a semester at times that are mutually agreeable to the cooperating teacher and the student.
- Provide a University Field Coach who will observe the field student three times during the Field I or Field II placement, be the CAGS point of contact for the school and provide the final evaluation of the student for the experience according to CAGS expectations and guidelines.
- No compensation shall be provided to a cooperating teacher for the supervision of a field student.

Student Teacher

- Present a student teacher in good academic standing who has passed a background check. Additionally, this student will have successfully completed 160 hours of field placement in the classroom under the supervision of a CAGS Field Coach and classroom cooperating teacher.
- Present a student teacher who will assist the classroom teacher in the instructional setting and provide direct instruction, supervision, and evaluation to students in the classroom for a period of time defined as approximately 16 continuous weeks during a school semester or other period of time specified by the school/district/agency if not on a semester basis and further defined in the CAGS Program Handbook.
- Provide a University Field Coach who will observe the student teacher a minimum of four times during the student teaching experience, be the CAGS point of contact for the school and provide the final evaluation of the student for the experience according to CAGS expectations and guidelines.
- Provide compensation to the cooperating teacher who is assigned by the district, school or other employing agency to supervise a student teacher (an amount to be determined annually by CAGS and in a manner that is acceptable to the district, school or other employing agency).

The School will:

Field Student

- Assign a cooperating teacher to the field student who holds a valid and current teaching license, has a minimum of 3 years of experience in the classroom with a preference for at least one previous year in their current assignment and who is considered an “effective” teacher by the employing agency.
- Insure that the cooperating teacher will provide a final evaluation of the field student using a template designed by CAGS which will be considered as part of the final evaluation performed by the university supervisor.
- Insure that the field student is never in a position to supervise or instruct students in a manner that is not under the direct supervision of the cooperating teacher.
- Provide the field student with the opportunity to engage directly with students in learning activities for a minimum of 60 clock hours (Field I) or 70 clock hours (Field II).

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- Allow field students to teach a minimum of three lessons in one-to-one, small group or large group formats which are planned and delivered by the student in accordance with a lesson plan template provided to the student by CAGS and are observed by the university supervisor.

Student Teacher

- Assign a cooperating teacher to the student teacher who holds a valid and current teaching license, has a minimum of 3 years of experience in the classroom with a preference for at least one previous year in their current assignment and who is considered an “effective” teacher by the employing agency.
- Ensure that the cooperating teacher will provide formative reviews and a final evaluation of the student using templates designed by CAGS which will be considered as part of the final evaluation performed by the university supervisor.
- Provide the student teacher with the opportunity to plan lessons, provide instruction, design assessment, and supervise students in a manner that is commensurate with the ability of the student teacher to assume these responsibilities and with the concurrence of the cooperating teacher and university supervisor. Generally speaking this can be described as a phased-in model of instruction and supervision in which the student teacher gradually assumes the majority of the classroom responsibilities for a period of time that is approximately 5 weeks long during a semester.

Additional Considerations

- Nothing in this agreement shall compel the District to provide a placement for a field student or student teacher in any given semester.
- Nothing in this agreement shall compel CAGS to place a field student or student teacher in the district, school or other employing agency in any given semester.
- Notwithstanding such statements which do not compel either party a placement, both parties agree to work together for the common good to secure placements where possible and to work toward accomplishment of the Purpose of this MOU as stated herein.

Approval

For the School, District or Employing Agency:

Name: [Click here to enter text.](#)

Title: [Click here to enter text.](#)

Date: [Click here to enter text.](#)

For Colorado Christian University:

Name: Judy Baker

Title: Coordinator of Field Supervision

Date: