

AGREEMENT

between

OKLAHOMA STATE UNIVERSITY

OFFICE OF EDUCATOR SUPPORT

and

Independent School district No. 16 of Payne County, Oklahoma, d/b/a/ Stillwater Public Schools

for

FIELD CLINICAL EXPERIENCES

This AGREEMENT made and entered into this day of July 1, 2025, by and between the Oklahoma State University Office of Educator Support, party of the first part, hereinafter referred to as “OSU OES,” and Stillwater Public Schools, party of the second part, hereinafter referred to as “SPS.” Oklahoma State University students participating in an approved OSU OES field or clinical experience course will be referred to as OSU OES candidates.

SECTION 1 SPS agrees to provide the authorization, supervision, and instruction of OSU OES 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 OES and SPS. OSU OES 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 OES will not place a candidate without a clear OSBI check, but the completion of a cleared OSBI name check will not necessarily require SPS to accept that OSU OES 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 OES will provide the appropriate forms, collect the fees, and provide the information to SPS. The completed OSBI report will be valid for up to four (4) years while the candidate is enrolled at OSU.

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

SECTION 3 The OSU OES agrees to award *Certificates of Professional Development* (CPD) for SPS certified staff who supervise OSU OES 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 SPS. This certificate provides a tuition waiver for the continuing professional development of the 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 SPS certified or non-certified contracted staff member seeking educator certification 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 SPS staff following all OSU OES 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 OES 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, Clinical Education Manager, OSU OES.

SECTION 5 All field experience requests will be initially processed for each course and each semester through the OSU OES Field and Clinical Experiences office. Requests will be processed through the SPS online portal by OSU OES and will be given to the designated SPS district personnel for further processing and site placement.

SECTION 6 The OSU OES agrees to provide SPS 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 SPS teachers and the district.

SECTION 7 All other addendums previously agreed to by both parties remain in effect. Courses that require student placement (all types listed in section 1) will be annually provided to SPS with any changes in field experience or clinical practice description (see addendum).

SECTION 8 All OSU employees are covered by professional insurance for their actions performed within the scope of their employment but the university is prohibited from indemnifying a third party (candidates). Therefore, OSU advises all candidates to purchase professional liability insurance through a professional organization. Candidates placed in SPS for clinical practice will be advised that they must show proof of liability insurance when requested. OSU will not be responsible for maintaining coverage for any liability arising from the acts and/or omissions of the employees, representatives or agents of Stillwater Public Schools.

SPS will maintain adequate insurance to provide coverage for the liabilities arising from the acts and/or omissions of employees, representatives or agents of SPS who are participating in the internship program with OSU. SPS 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 Stillwater Public Schools.

SECTION 9 This AGREEMENT is for a period of one (1) year beginning July 1, 2025, and ending June 30, 2026, and may be renewed by memorandum of agreement between the two parties.

By: 

Dr. Toni Ivey
Director of Office of Educator Support
College of Education and Human Sciences
Date: __03-31-2025__

By: _____

President of the Stillwater School Board
Stillwater Public Schools

Date _____

Addendum

ExCEL Field Experience, Elementary Education

Oklahoma State University provides senior undergraduate elementary education teacher candidates the option of participating in 1) All-day Monday field placements (8 hrs per week) or 2) ExCEL field placements (200 hrs per week). This addendum is to address the ExCEL field placements.

History of the Program: ExCEL (Excellence in Collaborative, Experiential Learning) began in 2000, an initiative of a faculty team acting on a strong belief in the importance of experiential learning for pre-service teachers and the power of strong school university partnerships in realizing OSU's Land Grant mission.

Design of the Program: ExCEL is an alternatively structured placement option for Elementary Education majors in their senior year. ExCEL employs a mentoring triad, an SPS classroom mentor and an OSU faculty mentor for each student, and a gradual release model. ExCEL participants are in the mentor's classroom two and a half days a week—two full days (7:30 am – 3:30 pm), and a three-hour block on a third day. During the ExCEL semester, candidates take 15 hours of university coursework including science, social studies, intermediate math methods, classroom management, and teaching diverse language learners. Students and mentor teachers who have a successful ExCEL experience may continue to work together in the Elementary Education internship.

Core features of ExCEL include:

- Cohort placements at schools
- OSU faculty who serve as site coordinators/cohort leaders, observing candidates in place and meeting regularly with cohort groups for responsive teaching
- A co-teaching model paired with gradual release. ExCEL is not an observation but a fully engaged internship experience.
- A Teacher Development Project (TDP) that supports candidates in thoughtful reflection toward growing a philosophy of teaching and reflective practice.
- A capstone celebration for mentoring faculty, families, and friends.

Role of the ExCEL Director: The ExCEL Director facilitates with OES in recruitment, interviews, placements, and orientation as well as communication with school partners. The director also leads an orientation for students, mentor support and training (usually August), handbook updates and distribution, syllabus, schedule, work with principals and OES to address any changes in placements due to teacher reassignments or resignations. The director coordinates with the OES and Elementary Education area coordinator to provide additional support for candidates.

Role/Duties of the ExCEL Site Coordinator/Cohort Leader: Site coordinators observe and interact with candidates at the school and check in with mentors and administrators on a regular basis to provide any needed support or guidance to ensure candidates are contributing in a positive manner and growing steadily. Site coordinators are responsible for informing the ExCEL director of any concerns and seeking support early, including attendance, dispositions, skills, etc.

Role/Duties of the ExCEL Mentor Teacher: ExCEL mentor teachers serve as models for exceptional teaching and actively guide and support candidates. Mentors who encounter difficulties with a candidate should contact their 1) site faculty supervisor for ExCEL, 2) ExCEL coordinator, and then 3) the OES if problems persist.

Role/Duties of OSU Elementary Education Program: The area coordinator of the Elementary Education program schedules the courses all teacher candidates complete in the major as well as ensures curricular alignment within and among sections of courses to ensure competency mastery and accreditation and certification requirements.

Role/Duties of OSU Office of Educator Support: The OES conducts interviews with teacher candidates and consults with the ExCEL Director about specific placements, making every effort to make sure the number of candidates at each site is equitable taking into consideration the number of qualified mentors at requested grade levels.. The OES collects lists of willing mentors from site principals, submits placement requests to the administration office, communicates via email with the teacher candidates regarding their placement information and GCN training, and provides background checks to SPS. The OES provides mentor teachers with mentor training and co-teaching materials and coordinates with the ExCEL Director and Area Coordinator to support candidates who need Plans of Expectations or Plans of Improvement.

Role of Stillwater Public Schools: The placement process is a true partnership between OES and the school sites per our accreditation requirements. SPS principals provide a list of willing mentors with a minimum of three years' classroom experience who they believe will make excellent mentors. SPS provides opportunities for teacher candidates to lead learners through best-practices instruction in reading, writing, literacy, mathematics, science, and social studies. Additionally, SPS ensures OES policies concerning classroom substitutes are followed. [Mentor Handbook | Oklahoma State University](#).

Course	Experience	Program	Level	Semester	Time Required	OSBI RQ	May be placed in SPS?	OSHA RQ
AGED4200	Internship	Agricultural	7-12	Fall/Spring	12 weeks	Yes	Yes	Yes
AGED3101	Field Exp	Agricultural	7-12	Fall/Spring	TBD	Yes	Yes	No
CIED2453	Field Exp	Elementary	1-5	Fall	24 hours	Yes	Yes	No
CIED3622	Field Exp	Elementary	6-8	Fall/Spring	24 hours	Yes	Yes	No
CIED4373	Field Exp	Elementary	1-5	Fall/Spring	96 hours	Yes	Yes	No
CIED4450	Internship	Elementary	1-8	Fall/Spring	16 weeks	Yes	Yes	Yes
CIED5450	Internship	Elementary	1-8	Fall/Spring	16 weeks	Yes	Yes	Yes
CIED5213	Field Exp	Elementary	1-5	Fall/Spring	24 hours	Yes	Yes	No
CIED5310	Field Exp	Elementary	1-8	Fall/Spring	80 hours	Yes	Yes	No
CIED5463	Clinical	Reading Specialist	K-8	Fall/Spring	10 hours	Yes	No	No
CIED4724	Field Exp	Secondary	K-12	Fall/Spring	42 hours	Yes	Yes	No
CIED3313	Field Exp	Secondary	8-12	Fall/Spring	60 hours	Yes	Yes	No
CIED4720	Internship	Secondary	K-12	Fall/Spring	16 weeks	Yes	Yes	Yes
CPSY5593	Practicum	Counseling	P-12	Summer	40 hours	Yes	Yes	Yes

CPSY5683	Internship 1	Counseling	P-12	Fall/Spring	120 hours	Yes	Yes	Yes
CPSY5693	Internship 2	Counseling	P-12	Fall/Spring	120 hours	Yes	Yes	Yes
HDFS3202	Field Exp	Early Childhood	P-3	Fall/Spring	2 days/wk for Sem.	Yes	Yes	No
HDFS4313	Field Exp	Early Childhood	P-3	Fall/Spring	2 days/wk for Sem.	Yes	Yes	No
HDFS4339	Internship	Early Childhood	P-3	Fall/spring	14 weeks	Yes	Yes	Yes
SPSY5110	Practicum	School Psychology	K-12	Fall/Spring	120 hours	Yes	Yes	No
HDFS4520	Internship	Family & Consumer Sciences	Sr.	Fall/Spring	12 weeks	Yes	Yes	Yes
MUSI 2722	Field Exp	Music	K-12	Fall/Spring	20 hours	Yes	Yes	No
MUSI3732	Field Exp	Music	K-12	Fall/Spring	20 hours	Yes	Yes	No
MUSI3832	Field Exp	Music	K-12	Fall/Spring	20 hours	Yes	Yes	No
MUSI3852	Field Exp	Music	K-12	Fall/Spring	20 hours	Yes	Yes	No
MUSI 4940	Internship	Music	K-12	Fall/Spring	14 weeks	Yes	Yes	Yes
SMED1012	Field Exp	OSUTeach	K-12	Fall/Spring	5 hours	Yes	Yes	No

SMED4023	Field Exp	OSUTeach	6-12	Fall/Spring	42 hours	Yes	Yes	No
SMED4013	Field Exp	OSUTeach	6-12	Fall/Spring	26 hours	Yes	Yes	No
SMED4720	Internship	OSUTeach	6-12	Fall/Spring	16 weeks	Yes	Yes	Yes