



Memorandum of Understanding

This memorandum of understanding (MOU) is written in the spirit of cooperation between the school district and East Central University hereinafter "the Institution", for the purpose of co-constructing a mutually beneficial student teaching experience.

The district and the Institution jointly agree to:

1. Engage in a semester internship experience for student teachers in a placement that meets all Institution and certification requirements co-constructed by the district and the Institution.
2. Co-select the cooperating teacher for a student teacher as determined by the placement site's principal and the Institution's Coordinator of Field Experiences. Said cooperating teacher shall have appropriate certification and at least 3 years' experience.

The district agrees to:

1. Provide opportunities for student teachers to experience district orientations, trainings and other campus functions.
2. Provide access to appropriate district resources including curriculum documents, online resources, libraries, and forms.
3. Provide a Cooperating Teacher who will:
 - a. Participate in an Institution-provided cooperating teacher training.
 - b. Plan with and supervise the student teacher while providing opportunities of increasing responsibility for student teachers working with students.
 - c. Observe student teachers and provide continual and timely feedback and support to facilitate professional growth
 - d. Be familiar with Chapter 4: Student Teaching of the ECU Teacher Education Handbook.
 - e. Serve as the communication link between the student teacher, the school community, and the Institution.
 - f. Participate in the Candidate Preservice Assessment of Student Teaching (CPAST) process, the formative and summative assessment of the student teacher.

The Institution agrees to:

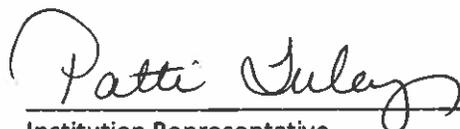
1. Recommend for placement in the student teacher program only those students who have a satisfactory record and have met the requirements established by the institution, including the completion of a passed background check.
2. Communicate objectives, requirements, policies, and the process to student teachers and cooperative teachers.
3. Cooperate with the district in any case where the student teacher needs redirection, or removal from the site.
4. Assign a single point of contact to work with the district regarding all student teaching placements.
5. Assign a University Supervisor who will:
 - a. Communicate timelines for student teacher expectations, including the CPAST process.
 - b. Serve in a supportive role to foster growth and development of knowledge, skills and professional dispositions for student learning.

- c. Serve as the communication link between the student teacher, the university, and the public school.
- d. Based on program expectations, conduct observations, and provide timely feedback and documentation of candidate progress through the CPAST process.

The cooperating school district or the Institution has the right to terminate this Memorandum of Understanding at any time if it is in their best interest.

Administrator/Designee – School District

Date



Institution Representative

Date