Memorandum of Understanding

Programs and Services Available to School Systems

This memorandum describes the programs and services that are available to the below noted education agency through the School of Education at William Carey University. These programs and services are available at no cost to the education agencies in the indicated service area of the University, and are available on request.

The following programs and services are available to _________________.

1. **Residence Program** - The residence program at WCU involves 20 weeks of full and half-time placement in the public schools. Most residence teacher candidates at WCU undergo two separate placements at different grade levels, usually in two different schools occurring over 2 separate trimesters. The WCU Residence Pre-Service Operating Guidelines that describes all residence policies, evaluation procedures, and Host teacher responsibilities is provided to all schools.

2. **Pre-Residence Program** – The pre-residence program at WCU involves approximately 235 hours partial time placement in the public schools. Most pre-residence programs are (but not limited to) tutoring, observing, and/or service learning determined in cooperation with the education agency.

2. **Clinical Schools** - WCU may enter into special clinical relationships with selected education agencies within the indicated service area, based on mutual interest and consent. The purpose of the clinical schools is four-part: (1) to enhance the learning environment for the students in the education agency, (2) to provide intensive and broad based field experiences for teacher candidates, (3) to offer professional growth experiences for both education agency and university faculties involved in the clinical school, and (4) to offer joint school-based research opportunities that contribute to the profession.

3. **First Year Teacher Program** - WCU offers services for First Year Inservice Training Programs. Special meetings and/or workshops are offered and special invitations are extended to first year teachers. In addition, WCU professors and residence supervisors are available to assist first year teachers in schools where they are assigned or to conduct a workshop in the school, upon the request of the school principal.

4. **Inservice for Host Teachers** - The School of Education at WCU offers required inservice sessions, to schools and/or school systems to assist and support teachers in refining their knowledge and competencies in mentoring teacher candidates.
5. **Course Scholarship** – Host teachers will receive one free course upon completion of the inservice sessions to assist and support teachers in refining their knowledge and competencies in mentoring teacher candidates and the completion of their internship responsibilities.

**In return we make the following requests from participating education agencies:**

1. Host teachers who work with teacher candidates will have at least 4 years’ experience.

2. School systems in partnership with WCU will select positive, enthusiastic, well prepared role models as Host teachers.

3. Host teachers may have more than one teacher candidate a year, with approval by the education agency and WCU.

4. Education agency will collaborate with the Office of Professional Laboratory Experiences to improve the pre-service teacher education process at WCU.

5. In case of an absence by the Host teacher, a substitute teacher will be provided in the classroom as the teacher of record.

6. Host teachers must attend required inservice sessions offered by WCU to assist and support in refining their knowledge and competencies in mentoring teacher candidates.

**In return we make the following general provision requests from participating education agencies:**

1. Neither WCU nor the education agency will discriminate against any person because of race, creed, color, religion, sex, or national origin, nor discriminate against any student with a disability in violation of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973.

2. WCU shall timely notify the education agency when any teacher candidate has been involved in any incident that would require WCU to investigate to the extent that WCU’s policies and procedures governing confidentiality may allow.

3. This Agreement shall be reviewed annually for any needed concerns, corrections or negotiations and is effective upon completed signatures of all parties involved and shall remain in effect in accordance with this section. Unless deemed to be under renegotiation.
   a) Modifications to this Agreement may be made at any time, provided; however, any modifications shall become effective only upon the written approval of both WCU and the education agency.
   b. Either party may terminate this agreement without cause by giving ninety (90) days prior written notice to the other party of its intention to terminate.
Notwithstanding any such termination, all teacher candidates already enrolled in and participating in education experiences at a school at the time of the notice of termination shall be given a period of time not to exceed six (6) months from the date of the notice of termination during which to complete their education experiences with the education agency.

4. This Agreement is not intended to create any rights or interests for any person or entity other than WCU and the education agency, and no teacher candidate shall have any right or interest arising out of any term or provision of this agreement.

Additional provisions:

1. The education agency will plan with WCU, in advance, to schedule teacher candidate assignments to the designated areas, including dates and numbers of teacher candidates. Teacher candidates are required to obtain approval from WCU and/or the appropriate WCU official prior to the start date of their field experience(s).

2. WCU will require each teacher candidate, as a condition of participating in any program at any education agency, to submit to a criminal background check and to affirm that he or she is not listed as a sex offender on Mississippi’s Sex Offender Registry or any other state. Additionally, WCU will require that each teacher candidate have a criminal background check pursuant to Mississippi Code. Furthermore, the education agency will be provided with written verification that each teacher candidate has a cleared criminal background check prior to requesting a field experience placement with the education agency.

3. WCU agrees to inform its teacher candidates that they shall be responsible for following the rules and regulations of the education agency, including recognition of the confidential nature of information regarding pupils and their records.

4. WCU will keep all records and reports on teacher candidate experiences in accordance with the policy and regulatory requirements.

Provisions Applicable to the education agency:

1. The education agency shall retain the right, in its sole discretion, to request the removal of any teacher candidate from any education agency property and/or the teacher candidate’s termination from the field experience placement in the indicated education agency. Teacher candidates shall be instructed by WCU to promptly and without protest leave the education agency property whenever they are requested to do so by an authorized education agency representative and/or a WCU representative.

2. The education agency, upon request by the teacher candidate or the Institution, will provide policies and procedures and other relevant materials to allow the teacher candidate to function appropriately within the education agencies.

3. Teacher candidates observing in the education agency shall follow the education agency’s protocols for health and safety.

4. Teacher candidates may not remove materials from any of the education agency’s property without appropriate approval.

5. The education agency shall keep confidential and shall not disclose to any person or entity (a) teacher candidate’s applications; (b) teacher candidate’s health records or reports; and/or (c) any teacher candidate records as defined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 123G, concerning any teacher candidate
participating in the education experiences provided by the education agency, unless such disclosure is ordered by a court. Teacher candidates shall not be considered employees or agents of the education agency.

**Mutual Obligation Statement:**

Information regarding the arrest or conviction of a teacher education candidate known by William Carey University will be reported to ____________________________ and likewise, information regarding the arrest or conviction of a teacher education candidate known by ________________ will be reported to William Carey University.

It is our mutual understanding that these services are available to education agencies upon request and we agree to the requirements of WCU. The term of this agreement shall begin on the date of the last signature and reviewed annually by parties involved for any needed concerns, corrections or negotiations and shall remain in effect in accordance with this document’s specifications.

**Signatures:**

_____________________________            ______________________________
Dr. Tammie Brown                  School System Representative
Dean, School of Education         Dean, School of Education
William Carey University          William Carey University

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Position/Title

_____________________________
E-Mail Address

_________ _______________________
Date: __________________________

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Mailing Address

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City, State, Zip

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Phone                  Fax

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E-Mail Address

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Date: __________________________