



DEPARTMENT OF EDUCATION

**School System and Institution of Higher Education  
Memorandum of Understanding  
For Teacher Candidate Early Field and Clinical Experiences**

This agreement made on the 6<sup>th</sup> day of June, 2019 by and between **Concord University** and the \*\* County School System is for the purpose of setting forth the responsibilities of the Institution of Higher Education and the School System Board of Education relating to the placement of teacher candidates for early field experiences and clinical experiences (student teaching) in the public school setting. The effective dates of this agreement shall be from July1, 2019 to June 30, 2020, or until termination is requested by either entity.

**I. The Institution of Higher Education**

- A. Affirms that all teacher candidates are authenticated students of the institution requesting placement in the county.
- B. Affirms that all teacher candidates will be placed at teaching stations following the school system's procedure for securing proper placements and selection of professionally certified cooperating teachers.
- C. Affirms that all teacher candidates placed have met the course work required at the level appropriate for clinical or student teaching experience(s).
- D. Affirms that the teacher candidates will be properly supervised by Institution of Higher Education personnel.
- E. Affirms that Institution of Higher Education personnel will consult with proper school system administrators and teachers on the progress or lack of progress of teacher candidates during the clinical or student teaching experience(s).
- F. Affirms that teacher candidates will abide by all regulations of the school system.
- G. Affirms that teacher candidates have been instructed about employee confidentiality and confidentiality of student records and will fully comply with County practices as outlined in public school policies.
- H. Affirms that any compensation or tuition waiver for principals and/or teachers of cooperating schools is provided throughout the school system unless otherwise agreed.

- I. Affirms that it will assist the teacher candidates in obtaining a Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation.

**II. The School System Board of Education**

- A. Affirms that it will permit teacher candidates who are approved by the Board and who obtain their Student Teaching Permit from the West Virginia Department of Education, Office of Certification and Professional Preparation, to practice teach and become involved in other educational activities.
- B. Affirms that it will place all teacher candidates (both clinical and student teaching) on the Board's agenda and make their presence and assignment(s) in the school system a part of the board minutes, hereby recognizing their official acceptance in the school system as being placed.
- C. Provides adequate counseling/in-service for teacher candidates by addressing school system and building policy to enhance the teacher candidate's knowledge of the system and the rules and regulations under which all employees must comply in carrying out their regular duties.
- D. Affirms that it will cooperate with the personnel from the Institution of Higher Education in the selection of the site(s) and station(s) for the teacher candidates, both clinical and student teaching.
- E. Affirms that if a conflict shall arise during a teacher candidate's clinical or student teaching experience, that appropriate Institution of Higher Education personnel will be contacted to resolve said problem in an amenable manner, with minimal trauma to students, the teacher candidate and staff members.

This agreement is signed by both parties and shall become effective as dated below.

\_\_\_\_\_  
**Kathy Hawks, Ed.D.**  
**Coordinator of Clinical Experiences**  
**Department of Education**  
**Concord University School System**

\_\_\_\_\_  
**Superintendent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**