

UNIVERSITY OF THE PACIFIC

*Gladys L. Benerd School of Education
Office of Field Experiences*

MEMORANDUM OF AGREEMENT

Concerning the Student Teaching Program of the Benerd School of Education University of the Pacific

This agreement, made and entered into by and between

Alameda Unified School District

hereinafter called the District, and University of the Pacific called the University, is for the purpose of providing cooperative arrangements for student teaching for students enrolled in the Benerd School of Education, University of the Pacific.

I. The District agrees:

- A. To provide laboratory resources and related educational services to student Enrolled in the student teaching programs of the Benerd School of Education, University of the Pacific.

II. The University agrees:

- A. To provide tuition remission to the cooperating teachers of the District in accordance with the policy outlined in the most current *Student Teacher Handbook* for teacher supervisor service.
- B. Not to assign more than one student to any cooperating teacher in any given class hour.
- C. To provide participating teachers with the university's *Student Teacher Handbook*, evaluation materials, and assistance in developing supervision skills.
- D. To be responsible for the final evaluation of the candidate's completion of student teaching.
- E. University agrees to indemnify, defend and hold harmless you, your employees, agents and representatives, from all claims, actions, awards or judgments for damages, including costs, expenses and attorneys' fees where liability is found to exist by reason of the acts or omissions of University, its employees, agents, trustees or representatives.
- F. District agrees to indemnify, defend and hold harmless you, your employees, agents and representatives, from all claims, actions, awards or judgments for damages, including costs, expenses and attorneys' fees where liability is found to exist by reason of the acts or omissions of District, its employees, agents, trustees or representatives.

2. It is mutually agreed that:

- A. The principals or special program administrators of the District and the Director of Field Experiences (or his/her designated representative) will be responsible for assigning students teachers, selecting cooperating teachers, and working out the student's program of experience in cooperation with principals and cooperating teachers. The district has the right to refuse and/or remove a student teacher.
- B. The cooperating teachers are required to have the following qualifications:
- i. Be fully credentialed by the Commission on Teacher Credentialing(CTC) for the subject(s) being taught.
 - ii. Have taught at least three years in the elementary/secondary schools.
 - iii. Have taught at least one year in the present assignment or near completion of the first year in the present assignment. (A school administrator may advise on selection of a cooperating teacher in cases where the prospective teacher has served less than a year at his/her present assignment. The final decision on exceptions will be made by the Director of Field Experiences.)
 - iv. Be tenured in the district. (A school administrator may advise on selection of a cooperating teacher in cases where the prospective teacher is not tenured in the district. The final decision on exceptions will be made by the Director of Field Experiences.)
 - v. Be recognized as a successful teacher.
- C. The student teacher will have received a valid *Certificate of Clearance* from the Commission on Teacher Credentialing.
- D. The student teacher is not an employee of the district.
- E. The student teachers will be placed in situations in which they gain experience teaching students of diverse ages, abilities, cultures, and ethnicities, and assumes other responsibilities of full-time educators.
- F. The Director of Field Experiences will be responsible for the distribution of tuition remission credits. All credits will be mailed to the cooperating teacher at their school address within 30 days of the end of the Field teaching semester.
- G. The University Supervisor and the cooperating teacher will carry out due process procedures as prescribed by the UOP Student Teacher Handbook. These processes include the completion of Cooperative Evaluations of

Student Teachers and the signing of the *Candidate Competence and Performance Checklist*.

- H. The term of the agreement shall be for one year. This agreement may be renewed for additional periods if approved by both parties in writing. Notwithstanding the term stated, this agreement may be renewed and amended at the end of each school year.
- I. This agreement can be terminated by either party at any time without cause.

III. Sexual and Racial Harassment

- A. Sexual and racial harassment are not acceptable in an education setting. If a University of the Pacific student, representative or employee is involved in a sexual/racial harassment situation, University of the Pacific is interested in dealing with it as expediently as possible. When a University of the Pacific student, representative or employee is named as the alleged perpetrator, the university and school district will follow the university's established procedures for dealing with sexual/racial harassment. If the alleged perpetrator is a school district teacher, representative or employee, the university and school district will follow the school district's established procedures for dealing with sexual/racial harassment.

IN WITNESS WHEREOF the parties have caused these presents to be executed by resolutions of their respective governing boards.

Date

8/6/14
Date

Date

8-11-14
Date

Date

08/05/2014
Date

Designee

Alameda Unified School District

Dean, General School of Education

Chair, Curriculum and Instruction
Department

Director of Field Experiences