

**WASHINGTON STATE UNIVERSITY  
MEMORANDUM OF AGREEMENT**

**Concerning Student Teaching and  
Related Educational Service Programs of  
The College of Education**

This agreement, made and entered into by and between LAKE STEVENS S.D. NO. 4, hereinafter called the “**District**”, and WASHINGTON STATE UNIVERSITY, hereinafter called the “**University**”, is for the purpose of providing cooperative arrangements for student teaching and related educational experiences for students enrolled in the College of Education, Washington State University.

**I. The District agrees:**

- A. To provide laboratory resources and related educational services to students enrolled in the student teaching programs of the College of Education, Washington State University.
- B. To assist/cooperate in the collection of data/research which will help the University evaluate its programs and potential success of its pre-service teachers.
- C. To insure that cooperating teachers provide appropriate supervision of interns. Students should be treated as professionals and be expected to follow all rules and regulations established by the school district. It will be the school district’s responsibility to see that interns are made aware of such rules and regulations. The school district may remove an intern from placement for violating district rules and regulations or for such actions the district views as detrimental to the students in the classroom. The College/University will be consulted before final action is taken.

**II. The University agrees:**

- A. That in accordance to RCW 43.43.830, pre-service teachers will not be placed in field experiences in the District with unsupervised access to children until a background check by the Washington State Patrol and Federal Bureau of Investigation, including fingerprint clearance, is complete and the Office of Professional Practices of the State Superintendent of Public Instruction has notified the University that the candidate is cleared for such placement. Fingerprint and character clearance under RCW 28A.410.010 must be current at all times during the field experience.
- B. To make assignments for student teaching that will adhere to the following criteria of WAC Title 181-Chapter 78A and the Department of Teaching and Learning:
  - Field experiences integrated throughout the preparation program and include experience with diverse populations in a variety of settings.
  - Student teaching/internship experience is performance-based and students are expected to demonstrate a positive impact on student learning.
  - The student teaching/internship experience is a semester in length (ranging from 12-16 weeks depending on program) and is under the supervision of persons with a minimum of three years experience in the classroom.

- Minimum of 12 hours of observation/consultation by college supervisor.
- C. To assign a faculty member with public school experience and a master's degree in education or related field to serve as supervisor of student teachers in the District. This supervisor shall be responsible for coordinating services of the University, including, without limitation, the orienting and advising of cooperating teachers regarding student teaching and related educational experiences, and the supervision of student teachers.
  - D. To provide a stipend of \$200.00 per semester for teacher or teachers who supervise a student teacher.
  - E. To provide participating teachers with the Student Teaching Handbook and Resource Guide and evaluation materials.
  - F. To be responsible, in cooperation with the District teacher(s) to whom the candidate is assigned, for the final evaluation of the candidate's completion of student teaching.
  - G. To place education students participating in field experiences other than student teaching (practica, observations, research projects, tutoring) through the Field Experience Office, utilizing appropriate forms for placement and evaluation of each experience. (No remuneration will be paid by the college for such experiences.)
  - H. To meet as needed with district and college personnel to plan, evaluate, and modify the student teacher program and field experiences.
  - I. To arrange placements and remuneration made as part of the counseling and administrative internship programs through the Department of Educational Leadership and Counseling Psychology.
  - J. Liability Coverage Provisions: Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement. The District will accept placement of only those students who are insured against liability for actions or inactions occurring in the internship setting. Students participating in the educational program will be covered by insurance acquired by the student. The limits on the liability policy shall be, at minimum, \$1,000,000 per occurrence. Certificates of such coverage purchased by the student will be provided to the District upon request. Should proof of insurance not meet with the District's approval and satisfaction, the District can refuse to accept any student for placement.

Washington State University is covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92.060 et seq.), and claims against Washington State University and its employees, officers, and agents in the performance of their duties and this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130.

**III. It is mutually agreed that:**

- A. The central administration of the District and the Coordinator of Field Placement, appointed by Washington State University, will be responsible for assigning student teachers, selecting cooperating teachers who have a minimum three years teaching experience who understand learners, learning, and teaching, possess good communication skills, and are willing to share teaching responsibilities and autonomy. These parties are also responsible for working out the student's program of experience in cooperation with principals and cooperating teachers; provided, however that the School District reserves the right to terminate any student teacher when it is in the best interests of the district to do so but will consult with the university supervisor before doing so.
- B. Candidates will not be placed in settings in which personal relationships or previous experiences could interfere with objective evaluation of candidates.
- C. In assigning student teachers and in reimbursing cooperating teachers, it is recognized that, in many instances, it may be desirable for the student to work with more than one cooperating teacher, and in more than one field.
- D. When student teachers are assigned exclusively to certain specialized fields with directors and consultants who act as direct supervisors of such student teachers with responsibility comparable to that of a high school department head, it will be possible to allocate a proportion of the administrative fee to the supervisor.
- E. The representative of Washington State University who supervises the student teacher program is responsible for working with the District to provide itemized billing to Washington State University for each student teacher and the allocation of funds to be paid. Payments by Washington State University are to be due at the conclusion of each student teaching period.
- F. The term of this agreement shall be for five years, beginning January 2013. 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. The University reserves the right to cancel this agreement at any time in the event funds are not appropriated by the Washington Legislature for the teacher preparation program at Washington State University.
- G. Each party certifies that it will not discriminate in the performance of this Agreement on the basis of race, color, national origin, gender, sexual orientation (to include gender identity), religion, veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability, in compliance with (a) Presidential Executive Order 11246, as amended, including the Equal Opportunity Clause contained therein; (b) Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans Readjustment Act of 1974, as amended, and the Affirmative Action Clauses contained therein; (c) the Americans with Disabilities Act of 1990, as amended; and (d) Washington state civil rights and nondiscrimination laws. The parties further agree they will not maintain facilities which are segregated on the basis of race, color, religion or national origin in compliance with Presidential Executive Order 11246, as amended, and will comply with the Americans with Disabilities Act of 1990, as amended, regarding programs, services, activities and employment practices.

Any party may terminate this agreement by written notice to the other party at least thirty days in advance of the beginning of any University semester. Nothing in this Article shall be construed to permit either party to require such termination to occur during any University semester.

IN WITNESS WHEREOF the parties have caused these presents to be executed by their appropriate signatures.

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11/7/12  
Date

Teresa Main  
School Board Designated Signature  
LAKE STEVENS S.D. NO. 4  
Teresa Main, Assistant Superintendent  
Print Name and Title

**WASHINGTON STATE UNIVERSITY**

Recommended:

November 14, 2012  
Date

Heidi Ritter  
Heidi Ritter, Program Coordinator  
Department of Teaching and Learning,  
College of Education

Approved:

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Date

Phyllis Erdman  
Phyllis Erdman, PhD ABR  
Associate Dean  
College of Education  
Washington State University

RETURN TO: Washington State University  
College of Education  
Attention: Heidi Ritter  
PO Box 642132  
Pullman WA 99164-2132