

Memorandum of Understanding

This memorandum of understanding (MOU) is written in the spirit of cooperation between Princeton ISD (hereinafter “the district”) and Southeastern Oklahoma State University (hereinafter “the Institution”) for the purpose of completing student teaching/ student observation experiences during the **2020-2021** school year required by Southeastern Oklahoma State University.

The District agrees to:

1. Provide a placement that meets all Institution and certification requirements.
2. Select a highly qualified cooperating teacher with appropriate certification and at least 3 years of experience to be a professional role model and Mentor Teacher.
3. Provide opportunities for student teachers to experience district orientations, trainings and other campus functions.
4. Provide access to appropriate district resources including but not limited to curriculum documents, online resources, libraries, and forms.
5. Serve as a liaison with the school site and Institution.

The Mentor agrees to:

1. Participate in an Institution provided mentor training. (if it has been three years or more since your last training) (student teaching mentors only)
2. Maintain communication with Institution.
3. Provide opportunities of increasing responsibility for candidates working with students.
4. Based on program expectations, conduct observations and provide continual and timely feedback and documentation of candidate progress.
5. Observe candidates and provide continual and timely feedback and support to facilitate professional growth and assist candidates in meeting expected outcomes.
6. Model professional dispositions for candidates and explain rational for professional dispositions to candidates.
7. Engage candidates in critical thinking and problem solving to determine strategies for an effective classroom experience and assist candidates in becoming reflective professionals who are ready to assume responsibility.

Institution Supervisor/Liaison

1. Clearly communicate objectives, requirements and policies to candidates and school site mentors.
2. Clearly communicate time lines for candidate expectations.
3. Work effectively one on one to foster growth and development of knowledge, skills and professional dispositions for student learning.
4. Based on program expectations, conduct observations, and provide timely feedback and documentation of candidate progress.

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.
2. Provide the district the right to refuse placement to any student based on information obtained during the application process, lack of mentors that meet institution requirements or any other reason that the district sees fit.
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.

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Candidates are expected to exhibit professional dispositions and behaviors, actively participate in school district professional development activities as appropriate and demonstrate commitment to professional goals.

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Administrator/Designee Date

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