

EXCHANGE OF SERVICES PARTNERSHIP AGREEMENT
Summer 2019 through Spring 2020

This Agreement is made and entered into by and between The Ohio State University at Lima on behalf of the Lima Campus' Education Department and Partnering School Districts:

WHEREAS, The Ohio State University at Lima desires to obtain satisfactory field sites to improve the educational opportunities available to its students in the field of education, and

WHEREAS, The Ohio State University at Lima desires to partner with teachers and administrators in various school systems in their educational efforts, and

WHEREAS, The school district desires to partner The Ohio State University at Lima in its educational efforts, and

WHEREAS, The school district desires to improve its instructional capabilities, and

WHEREAS, The school district and The Ohio State University at Lima agree the quality of the educational system is enhanced by a system of exchanging services, and

WHEREAS, The parties agree the purpose of this agreement is four-fold:

1. It confirms the cooperative relationship between The Ohio State University at Lima and the school district.
2. It specifies the activities and services; the roles and responsibilities; and the coordination.
3. It demonstrates compliance with the current State of Ohio Standards for Colleges and Universities for Preparing Teachers.
4. It provides for the signatures of each party to the agreement.

BE IT RESOLVED that the parties agree to the following terms.

ACTIVITIES AND SERVICES

A. University-Authorized Field Experiences

1. The Ohio State University at Lima authorizes many of its students and faculty participating in teacher-training education personnel preparation and other instructional programs to work in the following variety of field experiences:

- a. **Planned Field Experience** - All teacher education students are required to spend varying amounts of time in field settings for the purpose of observing and participating in instructional activities as part of both general and special methods course requirements. Faculty members are also engaged in observation and participation activities, usually related to research and development projects.
 - b. **Student Teaching or Internship** - All teacher candidates are required to complete at least one full semester of student teaching or internship (extended student teaching experience), typically in the final semester of the degree program.
 - c. **Research** - This experience is typically a part of graduate programs for school service personnel preparation and other program areas, and includes data collection, observation and other course requirements for the conduct of research in the field. Both faculty and students are required to obtain clearance for research projects through the Office of Sponsored Programs or the Office of Responsible Research Projects.
2. The duration of the experience and the amount of responsibility placed on cooperating school personnel vary with the assignment.

PROCESS AND COORDINATION

A. Determining Processes and Responsibilities

1. Determining processes and responsibilities related to field experiences shall be accomplished by an agreement entered into between The Ohio State University at Lima and participating school districts.
2. The agreement will be reached among The Ohio State University at Lima and participating school districts.
3. Official representatives of the above parties shall assist in resolving critical situations as they arise in the placement process, and in advising The Ohio State University at Lima.

B. Administration of Field Placement Program

1. **Appointment of Personnel**
 - a. Both The Ohio State University at Lima and the school system shall designate personnel to administer the services agreement.
 - b. The Ohio State University at Lima academic coordinator will be The Ohio State University at Lima 's contact person with the school system.
 - c. The superintendent of the school system, or the superintendent's designee, will be the district contact person with The Ohio State University at Lima.

2. Selecting Cooperating Teachers

- a. Prior to the beginning of each school year, coordinator of field experiences contacts and meets with the school contact person to decide the number of placements needed and the cooperating teachers.
- b. The Ohio State University at Lima shall select, with care, the appropriate experience site for its students from the list of eligible cooperating teachers.
- c. The Ohio State University at Lima and the school district shall give each cooperating teacher support and assistance in his/her work with the teacher candidate.

3. Placement of University Students with Cooperating Teachers

- a. The Ohio State University at Lima's coordinator of field experiences will make assignment recommendations to the school system contact person or the building principal.
- b. In addition, The Ohio State University at Lima will provide a statement to the school system contact person of the purposes and conditions of these field placements.
- c. The principal and the professional staff in the building must be generally supportive of the assignments.
- d. Before the placement of a teacher candidate or intern is complete, the cooperating teacher shall be supplied with a data sheet about the student and have the opportunity for the student to visit the teacher's classroom.
- e. The cooperating teacher, in consultation with other school system personnel, may have the option of accepting or rejecting the student.
- f. The Ohio State University at Lima or the school district may request the removal of a student from the field setting after discussing the situation with all parties.

**ROLES AND RESPONSIBILITIES OF EXPERIENCE
PLACEMENT AND SUPERVISORY PERSONNEL**

A. Coordinator of Field Experiences

The Coordinator's general responsibility is to administer the experience program. Specifically, the coordinator will:

1. Provide a packet of guidelines and materials to all participants in the experience. The guidelines and materials will be developed with the assistance of school personnel.
2. Solicit evaluations from the participants as to the general conduct of the experience.
3. Coordinate related staff development activities for both The Ohio State University at Lima's supervisors and cooperating teachers.

4. Assist in the resolution of problems which may arise among participants in the experience in conjunction with the academic coordinator at The Ohio State University at Lima.

B. School District Contact Person

Each school district contact person will work with the coordinator of field experiences.

Specifically, the contact person will:

1. Annually provide The Ohio State University at Lima with master building schedules for each school in the district and a list of the approved cooperating teachers.
2. Seek clearance with the individual building principals and, as necessary, the other school personnel, for the placement of students seeking experiences.
3. Work closely with the academic coordinator of The Ohio State University at Lima when there are areas of concern and/or problems with experiences as they may arise.
4. Advise The Ohio State University at Lima, specifically the academic coordinator of The Ohio State University at Lima as to particular conditions in the district that make certain placements temporarily inappropriate (e.g., possible school closings due to financial problems, energy emergencies, strikes or work stoppages).
5. When the withdrawal of a University student becomes necessary for any of the above reasons, the contact persons in the unaffected districts will assist in the pairing or individual replacement of students displaced from the affected district.

C. Building Principal

The building principal's specific responsibilities are as follows:

1. Recommend those school personnel who are eligible to serve as cooperating teachers.
2. Obtain clearance from those eligible teachers as to their willingness to work with University students.
3. Generally supervise all experiences in their building, and provide general evaluation of those experiences to The Ohio State University at Lima.

D. University Supervisor

The Ohio State University at Lima shall select University supervisors who have completed at

least three years of school- related experience and who have been trained by The Ohio State University at Lima to serve in the supervising role. They shall have the following responsibilities:

1. Carefully assist and advise all University students assigned to him/her on matters related to the experience.
2. As often as possible, observe students and visit with cooperating teacher to discuss the progress of the students, and provide for continuous feedback from both the students and the cooperating teacher about the students' skills and abilities.
3. Record grades for the experience by consulting with the cooperating teacher.

E. Cooperating Teacher

1. The term "cooperating teacher" is used in a broad sense to include classroom teachers, counselors, administrators, and other professionals who have supervisory responsibility for the The Ohio State University at Lima student working in the school system. To qualify as a cooperating teacher, a teacher must:
 - a. Hold the appropriate teaching license;
 - b. Have a minimum of three successful years of classroom teaching experience;
 - c. Have at least one year of that experience in the particular school system, as well as one year in the field for which the teacher is providing services;
 - d. Be recommended by the building principal; and
 - e. Consent to the principal's recommendation.
2. The role of the cooperating teacher is vital to the success of field-related experiences. Accordingly:
 - a. The cooperating teacher will assist in offering The Ohio State University at Lima student the opportunity to experience the teacher's role in both the classroom and the community;
 - b. The cooperating teacher who supervises teacher candidates is encouraged to attend orientation and periodic follow-up sessions offered by The Ohio State University at Lima; and
 - c. The cooperating teacher will be expected to evaluate in writing individual student achievement and experience, on the basis of guidelines supplied by The Ohio State University at Lima and approved by the school system.

F. Student Teacher or Intern

1. The Ohio State University at Lima will assign the student a field experience to be

completed in a designated school district building.

2. According to the specific aspects of the assignment, the student will where appropriate be available to assist the cooperating teacher in the following instructional duties:
 - a. Teaching under supervision of the cooperating teacher -- the student may occasionally teach when the cooperating teacher is temporarily absent from the classroom, but the student may not serve as a substitute teacher;
 - b. Grading papers and keeping records;
 - c. Playground and lunchroom supervision;
 - d. Tutoring students who need special help;
 - e. Confering with individual students;
 - f. Conducting home visits;
 - g. Attending professional meetings; and
 - h. Other work in the school building as assigned.
3. The student teacher or intern may also be asked by The Ohio State University at Lima to observe other classes and participate in teaching activities with other student teachers or interns in the same or different buildings.
4. Responsibilities of the student to the school system are:
 - a. To comply with the regulations of the building to which they are assigned;
 - b. To advise the principal of their presence in the building, or their absence from assigned responsibility;
 - c. To follow the school system calendar within any given semester; and
 - d. To follow the cooperating teacher's regular schedule.
5. In the event of a strike or work stoppage:
 - a. The student teacher should not report for duty, or be in or near the building of assignment, because the student teacher or intern does not have the legal status of certified personnel.
 - b. Short of a strike or work stoppage, the contract signed for that year assures The Ohio State University at Lima the cooperation of both teachers and administrators in providing desirable field placements for University students.

G. Compensation and Distribution

1. The Ohio State University at Lima offers the following tuition discount to teachers in partnering school districts:
 - a. The discount may be applied to undergraduate or graduate courses, online, blended or face-to-face, offered through The Ohio State University at Lima with a Lima-campus "call number".

- b. The discount is for one-half (1/2) the cost of tuition, with the teacher paying for one half (1/2) of the tuition cost and all applicable fees.

2. To be eligible:

- a. At least one teacher every year must serve as a cooperating teacher for an education student from Ohio State Lima.
- b. The discount would be available to any teacher in that school district.
- c. The teacher must be enrolled as a student at Ohio State Lima and fill out a Tuition Authorization Voucher available from the Advising Office.
- d. The tuition discount is applied directly to the student's tuition bill and it is not considered a reimbursement.

FOR THE SCHOOL SYSTEM:

JOEL MENDERINK
Print Name

SUPT.
Title

Joel Mengerink
Sign name

5/29/19
Date

ELIDA LOCAL SCHOOLS
School district

FOR The Ohio State University at Lima:

[Signature]
Tim Rehner, MSW, Ph.D.
Dean and Director
The Ohio State University at Lima

4/22/19
Date

