



**Pre-Student Teaching  
Field-Based Experience /  
Student Teaching Agreement**

This Agreement is between Ohio Northern University, a private nonprofit institution of higher education ("University") and Elida Local Schools, ("School District") (collectively, the "Parties").

**RECITALS**

University is responsible for placing teacher education candidates ("candidates") in off-campus settings designed to provide hands-on experiential learning that meets the requirements of the University's teacher education program approved by the Ohio Department of Education.

The University's Center for Teacher Education ("Center") is responsible for managing the teacher education program at the University and ensuring high standards for the teacher education programs are met.

The Center is comprised of the University's faculty members from each academic department that offers a teacher licensure program.

The Center reviews curriculum, ensures compliance with the state of Ohio's teacher licensure requirements, reviews applications for admission, and ensures that candidates meet the academic, behavior and student teaching requirements in order to graduate and receive teacher licensure.

School District is responsible for providing candidates with an opportunity to assume increasing responsibility for teaching under the supervision of a fully qualified cooperating teacher in an appropriate subject area and grade level in accordance with the candidate's intended teaching license for one academic semester.

**DEFINITIONS**

**Designated School District Official** is the school district employee who coordinates and places candidates in district field experiences.

**Field and Assessment Coordinator** is the University employee responsible for the coordination of School District field experiences.

**Field experience** is an off-campus, experiential experience in a non-university setting designed to provide practical and applied professional experiences in teaching. For the purposes of this agreement field experience refers to both a pre-student teaching field experience and a student teaching field experience.

**Mentor Teacher** is a school district employee holding a teaching certificate with a minimum of

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three years of successful classroom teaching experience (including one year in the field being provided as a service) who is assigned to oversee a candidate completing a student teaching field experience.

**Supervising Teacher** is a school district employee holding a teaching certificate with less than three years of teaching experience who is assigned to oversee a candidate completing a pre-student teaching field experience.

**University Supervisor** is a University faculty member assigned to observe and evaluate the performance of candidates in their field experiences.

## TERMS

### I. Candidate Placement

- Candidates are currently enrolled in a course in the teacher education program that includes a pre-student teaching component and a student teaching component.
- The Parties agree that the candidate(s) shall report to the School District at times directed by the School District.
- The Parties agree that candidate(s) participating in the field experience shall be required to follow the administrative policies of the School District, including confidentiality policies, personnel practices, and business protocols.
- The Parties agree that candidate(s) shall confer regularly with the Supervising Teacher or Mentor Teacher and the University Supervisor regarding the field experience.
- The Parties agree that candidate(s) participating in field experience shall be required to abide by the University Code of Student Conduct and any other University departmental or program policies relating to professional behavior.
- The Parties agree that candidate(s) participating in field experience shall be responsible for their own transportation and living arrangements.
- The Parties agree that the decision not to travel because of unsafe road conditions will be honored as an excused absence.
- The Parties agree that, in the event of a work stoppage or strike within the School District, the University will designate where the candidate(s) will be required to go.
- The Parties acknowledge that successful completion of the course(s), and grading, will be determined by University faculty and that candidate(s) must successfully complete the field experience and all academic components of the course as assigned by University faculty.

### II. School District Responsibilities

- The School District will provide the school setting needed to enable candidate(s) to achieve the course objectives and course activities.
- The School District will maintain a safe, positive, and respectful learning environment for the candidate(s) during the course of the field experience.
- The School District will provide candidate(s) with any administrative policies of the

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School District, including confidentiality policies, personnel practices, and business protocols that the candidates will be required to follow.

- The School District will assign either a Mentor Teacher or a Supervising Teacher to each candidate depending on the field experience.
- The School District will provide a substitute teacher during the absence of the regular Supervising Teacher.
- The School District shall ensure that candidate(s) who are participating in a pre-student teaching field-based experience will never be left alone with students. The School District will ensure that the assigned Mentor Teacher will:
  - Participate in a Mentor Teacher Orientation session conducted by a University Supervisor to identify the objectives, activities, roles, and responsibilities for a specific field-based experience.
  - Provide the candidate(s) the opportunity to achieve course objectives and course activities;
  - Assist with the evaluation of the candidate(s) in writing and orally using instruments designated by the University.
  - Confer with the University Supervisor about performance of candidate(s).
  - Confer with the candidate(s) regarding planned activities, observations, performance, and evaluations.
  - Participate in continuous assessment of the candidate(s) ability to meet objectives, complete activities, and provide services.
- The School District designates the following staff member to serve as the Designated School District Official:

School District Official Name:

Job Title:

Telephone Number:

Email Address:

### III. University Responsibilities

- The University will send to the School District those candidates who are qualified for the prescribed experience and who have an up-to-date BCI and FBI background check on file in the Center for Teacher Education office.
- The University will define the objectives and activities required for successful completion of the field experience.
- The University will compensate the School District with the sum equivalent to \$100.00 per student teacher for the rendering of services, including supervising the experience, and completing the appropriate evaluation forms.
- The University will provide consultant services to the School District and candidate(s) as mutually agreed upon.
- The University will assign a University Supervisor who will:

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- Confer regularly with the Mentor Teacher to assess the progress of the candidate(s).
- Assist in the evaluation of the candidate(s) through observation and conference with the candidate(s).
- University will be solely responsible for the educational and curricular components of the candidate(s) academic program and of the course.
- University will ensure that candidate(s) participating in field experiences understand that the candidate(s) will be required to abide by the University Code of Candidate Conduct and any other University departmental or program policies relating to professional behavior.
- University will award the credits designated above for Candidate(s) successful completion of the course.
- University designates that the following staff member to serve as the Field and Assessment Coordinator:

University Contact Name: \_\_Jennifer Fredritz\_\_  
Title: \_\_Field and Assessment Coordinator\_\_  
Telephone Number: \_\_(419) 772-2120\_\_  
Email Address: \_\_[j-fredritz@onu.edu](mailto:j-fredritz@onu.edu)\_\_

**IV. Relationship of the Parties**

- Nothing in this agreement shall create an employment relationship, agency relationship, joint venture, partnership agreement between the University and the School District.
- Candidates are not employees of either party and are not entitled to any benefits from either party, including but not limited to Worker's Compensation, sick or vacation leave, or health insurance.
- School District agrees that it shall not permit candidates to act as a substitute teacher during their scheduled field experience hours.

**V. Miscellaneous Provisions**

- The parties to this Agreement may terminate this Agreement upon giving thirty (30) days' written notice to the other party.
- The parties shall agree to comply with all applicable non- discrimination laws and regulations, including, but not limited to Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Older Americans Amendments of 1975, the Americans with Disabilities Act and all related regulations.
- Neither party shall discriminate against any person on the basis of race, sex, sexual orientation, gender identity, creed, national origin, age, disability, or any other basis protected by law.
- All candidates agree to comply with the University's Policies. Should any allegation of

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misconduct arise during the course of the field experience, the School District shall immediately notify the University's contact person in writing.

- The University shall not be liable for any cost, loss, damages, liability, or expense, which may arise out of Candidate's performance of services at School District. The School District agrees to, release and hold harmless the University, and its employees, from all claims, actions, causes of action, suits, judgments, and demands, of any individual or organization, except incidents caused based upon University's sole negligence or intentionally wrongful actions.
- This Agreement may not be amended except by a written agreement of the parties.
- No party shall use any other party's name or mark for any purpose, without obtaining the prior written consent of the other party.
- No party may assign this Agreement or any right or obligation thereunder without the prior written consent of the other party.
- This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

Executed and Agreed to by:

School District

Signature / Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Ohio Northern University

Signature / Date Sandra J. Schroeder March 4, 2024

Printed Name: Sandra Schroeder

Title: Interim Director

