



College of Education and Human Ecology
The Ohio State University at Lima

March 19, 2025

Dear Partner in Education,

Let me take this opportunity to tell you how much we value the mentorship your teachers provide to our education students at the Ohio State University at Lima. The attached 2025 - 2027 Exchange of Service agreement reflects our commitment to preparing the best teachers in Northwest Ohio. We believe this is a wonderful partnership that allows prospective and established teachers to have mentorship and professional development opportunities while accessing the resources of a globally recognized university.

An important point to note that valid Federal Background Check (FBI) and Bureau of Criminal Identification and Investigation (BCI&I) reports will be kept on file in the Human Resources Office at The Ohio State University (OSU) and the State Board of Education. We have recently been informed that we cannot email districts this legal document. Students will have their own official copies to show you if you need to physically see the background checks.

University-Authorized Field Experiences

OSU requires its education students and faculty participating in teacher-training education to work in the following variety of field experiences:

- a. **Planned Field Experiences** – 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.
- b. **Student Teaching or Internship** – All teacher candidates are required to complete at least one full semester of student teaching or internship, typically in the final semester of the degree program.
- c. **Research** – If approved by all parties, the research process includes defining the problem to research, data collection, analysis, reports, and dissemination. Faculty and students are required to obtain clearance for research projects through the OSU Office of Sponsored Programs or the Office of Responsible Research Projects with consent from participating schools.

OSU will implement a standardized Affiliation Agreement, Mentor/Cooperating Teacher Requirements, and Compensation Model across all five campuses, using DocuSign for processing these agreements. For your information, I have attached the Affiliation Agreement, the OSU Mentor/Cooperating Teacher Requirements and the updated Compensation Model with Fee Waiver.

We thank you for welcoming our students into your classrooms and look forward to continuing our relationship with you. **Please sign the contract and fill out your school information sent to you through DocuSign.**

If you have any questions, you may also contact me at 567-242-7293 or swihart.60@osu.edu

Sincerely,

Dawn Swihart
Field Placement Coordinator
Department of Teaching and Learning
The Ohio State University at Lima

Affiliation Agreement

The Ohio State University, on behalf of OSU Lima Campus ("OHIO STATE"), and School District ("PLACEMENT SITE") agree as follows:

WHEREAS, OHIO STATE has established a program for professional preparation as part of its requirements towards an educator preparation program overseen by The Ohio State University at Lima. This preparation program includes Placement Experiences working with P-12 students as defined below; and are required for Ohio licensure as outlined by the State Board of Education and other state agencies,

WHEREAS, the PLACEMENT SITE desires to aid the professional preparation of students at OSU who wish to continue training to enter the education field;

NOW THEREFORE, in consideration of the mutual benefits to be received, the parties do hereby mutually agree to the following provisions:

1. For purposes of this agreement the following definitions shall apply to the identified terms below:
 - Placement Experience: an all-encompassing term used to describe a PK-12 field experience that fulfills a course or program requirement(s) primarily completed for educator licensure, which can be observation, participation, practicum, internship, student teaching or clinical in nature.
 - Placement Type: is the various kinds of field experiences that a student may be present for in the PLACEMENT SITE. For purposes of this contract, they will be classified as:
 - Pre-major Placement: an experience prerequisite to observation/participation and student teaching placements. Typically, this experience occurs in the first or second year of an undergraduate program.
 - Observation/Participation Placement: a major level experience that involves a combination of observation and scaffolded participation throughout the engagement, sometimes referred to as practicum.
 - Student Teacher Placement: a culminating experience to a teacher licensure program, sometimes referred to as co-planning and co-teaching, involving substantial responsibility by the OSU student and ongoing mentorship from the licensed educator.
 - Clinical or Internship Placement: is a culminating experience for administration or pupil service license types.
2. OHIO STATE and the PLACEMENT SITE shall agree in writing on the selection and number of OSU students eligible to participate per academic term, and the Parties will agree in writing on the time requirements and general responsibilities of the participating student(s) while they are in the placement experience. OHIO STATE shall recommend the placement of students based on suitability of the PLACEMENT SITE, as determined by OHIO STATE to meet the participating student's educational needs. The PLACEMENT SITE shall recommend a licensed educator who meets the requirements outlined in Exhibit A. This individual shall be a PLACEMENT SITE employee, who may also be referred to as

cooperating teacher, educator, or mentor, assigned to provide on-site supervision and coaching to support the placement experience.

3. While participating in the placement experience, OSU students will be notified of the expectation to comply with all relevant OHIO STATE and PLACEMENT SITE policies and procedures, including rules relating to the confidentiality of student information. PLACEMENT SITE shall provide all necessary orientation, administrative guides and policies and procedures, including safety plans to participating students upon arrival at the PLACEMENT SITE.
3. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students, because of race, religion, ethnic or national origin, gender, sexual orientation, marital status, age, disability, or veteran status.
4. OHIO STATE shall withdraw any participating student from the placement experience if the student is found not to be acceptable for reasons of performance or reasonable cause on the recommendation of the PLACEMENT SITE, by the OHIO STATE Coordinator of Field Experiences, or their designee. Upon withdrawal of a participating student from the placement experience, the PLACEMENT SITE and OHIO STATE will discuss the pertinent facts, including the underlying reason for termination, as soon as possible. This ensures the Parties' reporting obligations are met and the OSU student's continued matriculation is delayed as little as possible. Both Parties retain the right to terminate a placement experience at any time. The Parties agree to communicate through the identified points of contact listed in Section 13 of the agreement. These processes help to preserve the health and safety of all individuals, and the Parties are responsible to fulfill all reporting obligations under law.
5. During the placement experience, the primary objective for participating students shall be educational. Additional learning objectives for the OSU student to experience and meet will be defined by OHIO STATE and communicated with the assigned mentor.
6. Participating OSU students in the placement experience will not be employees of the PLACEMENT SITE and shall not be entitled to compensation or benefits as such. PLACEMENT SITE employees whose duties are aligned to placement requirements and count towards course or program requirements are not covered by this agreement.
7. OHIO STATE shall compensate the PLACEMENT SITE in accordance with OHIO STATE, Lima campus, standard practices outlined in Exhibit B.
8. The PLACEMENT SITE shall provide participating students with access to the physical facilities, effectuating training, providing supplies and equipment that the Parties mutually agree to as necessary for the appropriate management of the placement experience, these may include but are not limited to personnel trainings, badge ID requirements, dress-code, instruction for any School-wide compliance or pre-placement requirements.
9. The [PLACEMENT SITE](#) agrees to complete all forms requested by OHIO STATE including student evaluation reports, and any other reports necessary to evaluate and monitor the

placement experience. OHIO STATE may request mentor training to support the effectiveness of these efforts.

10. The **PLACEMENT SITE** agrees to provide the University designated representative and students participating in the placement experience access to meeting space during the periods of the placement experience and space for reference materials.
11. The **PLACEMENT SITE** shall arrange emergency medical care, to the extent of the PLACEMENT SITE's capabilities, to any participating student for any injury sustained during the placement experience. The PLACEMENT SITE shall not be financially responsible for any injury to a participating OSU student which may occur as a result of this affiliation, unless such injury was caused by the negligent, reckless or willful act of omission of the PLACEMENT SITE, its employees or its agents.
12. The term of this Agreement shall be for two academic years commencing on July 1, 2025, (the "Anniversary Date") and ending on July 31, 2027. Either Party may cancel this agreement for any reason upon 60 days prior written notice to the other Party.
13. All notices which may be necessary or proper for either party shall be addressed as follows:

The Ohio State University at Lima:

Dawn Swihart
Field Placement Coordinator
4240 Campus Drive
Lima, OH 45804
567-242-7293 Office
swihart.60@osu.edu

The PLACEMENT SITE

Representative/contact Name: Joel Mengerink

Title: Superintendent

Address: _____
City State Zip Code

Phone number: Phone Number

Email address:

14. No prior representation, warranty, condition or agreement of any kind or nature shall be binding upon the parties unless incorporated in this agreement. This agreement contains all the terms and conditions agreed upon by the parties.

15. This agreement shall be construed in accordance with the laws of state of Ohio. Any legal actions, claims, or demands shall be handled in a court of competent jurisdiction within the state of Ohio.
16. Each Party to this Agreement shall be responsible for any liability, claim, loss, damage or expenses, including without limitation, reasonable attorney fees, arising from its negligent acts or omissions in connection with its performance of this Agreement, or its failure to comply with the terms of this Agreement, as determined by a court of competent jurisdiction.
17. Neither Party shall use the other's name, logos, or other trademarks without the prior, written consent of the other Party, which shall be within the sole discretion of the Party at issue.

Signatures

FOR THE PLACEMENT SITE

PLACEMENT SITE Representative Signature

Date

Joel Mengerink

Print Name

Superintendent

Print Title

FOR THE OHIO STATE UNIVERSITY

Julie Sosa

Finance Director

The Ohio State University

Date

Exhibit A. Mentor/Cooperating Teacher Requirements

Note: Please share this exhibit with the building/site administrators at the beginning of each year. The placement site coordinator confirms all school leader recommendations adhere to the requirements before recommending an educator to serve as a mentor or cooperating teacher.

The PLACEMENT SITE shall ensure that an assigned mentor or cooperating teacher:

1. Holds and maintains Ohio State Board of Education (formerly Ohio Department of Education) teacher certification/licensure in area(s) in the grade level(s) and subject area(s) which they will supervise the OSU students participating in the placement experience,
2. Has completed a minimum of three years of classroom teaching experience including one year in the placement site,
 - a. Preferred but not required: one year in the placement area they will supervise,
3. Is recommended by the building principal or lead site administrator of the placement location,
4. Has been fully informed of the duties and responsibilities required of them under this agreement prior to consenting to assume this role,
5. In accordance with [ORC 3333.048](#) A(4) and the requirements established by the Ohio Department of Higher Education (ODHE) and Ohio Department of Education and Workforce (ODEW),
 - a. Have [training in literacy instruction strategies](#) aligned to the science of reading defined for the corresponding ODEW licensure area/pathways,
 - b. Use aligned instructional materials approved for the corresponding placement setting.

Exhibit B. Compensation

OHIO STATE shall grant Fee Waivers to the PLACEMENT SITE in accordance with OHIO STATE at Lima's standard practices, as they may be modified from time to time, if the PLACEMENT SITE meets the criteria determined by OHIO STATE. Compensation will be distributed based on the *fee waiver* model as described below.

1. Allocation Rates:
 - a. Field Experiences, including:
 - i. Pre-major placements = 0.1 fee waivers per placement per student
 - ii. Observation/Participation, Practicum, Internship placements:
 1. less than 25 hours = 0.0 fee waivers per placement per student
 2. 26-51 hours = 0.1 fee waivers per placement per student
 3. 52+ hours = 0.25 fee waivers per placement per student
 - iii. Clinical, Student Teaching, Co-planning/Co-teaching placements = 0.5 fee waivers per placement per student
 - iv. After totaling the values above, the Placement sites total amount of fee waivers will be rounded up to next whole number.
2. Utilization of fee waivers available:
 - a. Fee waivers can be redeemed for courses (undergraduate or graduate) at any OHIO STATE campus, subject to availability.
 - b. The value of the waiver will only cover instructional and general fees. Other fees must be covered by the PLACEMENT SITE or the enrollee.
 - c. OHIO STATE will confirm the total number of fee waivers the PLACEMENT SITE earns annually (at the end of each academic year). This number corresponds to the number of students who successfully completed field experiences at the PLACEMENT SITE.
 - d. PLACEMENT SITE designated contacts are responsible for disseminating fee waivers or creating any internal processes within their entity to do so.
 - e. OHIO STATE Financial Services Offices for the Lima campus will provide guidance on the process for redeeming waivers.
 - f. The process for communicating and redemption tracking of fee waivers will be communicated by the OHIO STATE placement contact to the PLACEMENT SITE's designated contact.
3. Timing: Fee waivers are earned on an annual basis and must be used in the academic year (Autumn, Spring, and Summer terms) immediately following the year in which they are earned. The placement site is not permitted to carry over any unused fee waivers. Once a waiver expires, it cannot be redeemed.
4. If a placement is cancelled prior to the original end date for any reason, compensation will be calculated based on the number of hours completed as of the date of calculation.
5. Individuals who wish to use fee waivers must meet the University's admission requirements. This agreement does not create an obligation on the part of the University to admit a recipient who would not otherwise meet admission requirements. In the question of eligibility, the director of admissions of the University shall make such decisions. Likewise, this agreement does not guarantee the availability of specific coursework.