



May 26, 2026

Elida Local School District  
Attn: Mr. Joel Mengerink  
4380 Sunnydale Ave.  
Elida, OH 45807

Dear Mr. Mengerink:

Thank you for your willingness to accept teacher candidates from Defiance College as student teachers or methods practicum students in your district in prior years. The Teacher Education faculty at Defiance College appreciate your dedication to helping prepare effective teachers.

We also formalize our placement procedures through a Memorandum of Understanding (MOU). Enclosed is a copy of the College's MOU. If you would like to continue accepting candidates in your district, please review and complete the MOU and return it to the teacher education office via email to [chiggins@defiance.edu](mailto:chiggins@defiance.edu). Please keep a copy for your records.

If you have any questions or concerns regarding this procedure, please contact me at [chiggins@defiance.edu](mailto:chiggins@defiance.edu) or 419.783.2571.

Sincerely,

Carla Higgins, Ph.D.  
Defiance College  
Associate Professor  
Director of Education



**DEFIANCE COLLEGE  
MEMORANDUM OF UNDERSTANDING  
FOR THE HOSTING OF  
DEFIANCE COLLEGE TEACHER EDUCATION CANDIDATES**

This Memorandum of Understanding (MOU), by and between Defiance College (hereinafter “the College”), located at 701 N. Clinton Street, Defiance, Ohio and Elida Local School District (hereinafter “the District”), located at 4380 Sunnydale Ave., Elida, OH 45807, shall remain in effect for a period of one year from July 1, 2026 to June 30, 2027. The College shall be represented by the Director of Education and the District shall be represented by the following designated representative, Mr. Joel Mengerink.

**I. DISTRICT AND MENTOR ROLES AND RESPONSIBILITIES**

The District shall provide practicum and/or student teaching experiences in classrooms with appropriately credentialed Mentor Teachers for Teacher Candidates enrolled in appropriate courses at the College. To qualify as a Mentor for practicum experiences, the teacher should hold a minimum of a bachelor’s degree and a valid professional teaching license. To serve as a Mentor Teacher for Student Teaching, the Mentor Teacher must also have a minimum of three years of full-time teaching experience and a minimum of one year of teaching in your district. Additionally, all Mentor Teachers responsible for reading instruction must be appropriately trained in the science of reading per section 3313.6028 of the Ohio Revised Code (ORC).

Mentor Teachers have a great deal of responsibility in guiding the College’s Teacher Candidates through practica and Student Teaching. As such, Mentor Teachers should be chosen with care and given the necessary support in their work with Candidates from the College by both the District and the College. Mentor Teachers shall be nominated by the designated school official and approved by the College’s Director of Education upon recommendation of the Coordinator of Clinical Experiences. Teachers nominated as Mentor Teachers shall have given their consent for nomination.

Mentor Teachers will evaluate the College’s Teacher Candidates in writing or electronically using either the Candidate Pre-Service Assessment for Student Teaching (CPAST - Student Teaching) or the Pre-CPAST (Methods Practica). The College will provide training for Mentor Teachers on any instruments to be used. Every effort will be made to ensure Mentor Teachers receive training on the Defiance College campus alongside the Teacher Candidates or virtually.

**II. DEFIANCE COLLEGE ROLES AND RESPONSIBILITIES**

In addition to fulfilling the College’s requirements for the practica or Student Teaching, the College’s Teacher Candidates will be available to assist Mentor Teachers in duties related to instruction. **Student Teachers are not permitted to serve as substitute teachers when Mentor Teachers are absent.**



All Candidates will be assigned a College Supervisor who will assist and advise on matters related to the experience. The College will be responsible for recording grades for the candidates and will serve as the liaison between the school district and the college.

Detailed information and guidelines regarding roles and responsibilities shall be provided by the College in the *Teacher Education Handbook* or the *Student Teaching Handbook* to the Mentor Teacher, the Teacher Candidate, and the College Supervisor. It is herein agreed that the District and the College and their respective employees, representatives, and Teacher Candidates will comply with the applicable provisions of the Teacher Education Handbook and related documentation.

### **III. PROVISIONS FOR COORDINATING ONGOING ACTIVITIES AND SOLVING PROBLEMS**

The Coordinator of Clinical Experiences shall provide an orientation for each Mentor Teacher. Furthermore, Mentor Teachers will be provided with written guidelines and requirements for each Teacher Candidate placed in their classroom. The District will cooperate with the College in actively monitoring and supporting the Candidate's Student Teaching or practicum experience via timely communication with the College and accommodation of monitoring visits by College Supervisor in order to maximize the success of the experience for the Mentor Teacher, the Candidate, and the Mentor Teachers' students.

Should a problem arise with a Teacher Candidate placed in the District, the Candidate, the College Supervisor, and the Mentor Teacher should attempt to resolve the problem according to the guidelines set forth in the College's *Teacher Education Handbook*. In addition, the District and the College will actively collaborate in a timely manner to resolve to mutual acceptance any problems or concerns that arise as a result of the Student Teaching or practicum placement.

### **IV. SATISFACTORY PROGRESS**

In the event that a Candidate's performance drops below a satisfactory level, the Mentor Teacher should contact the College Supervisor so a conference can be arranged between the appropriate individuals as is stated in the *Teacher Education Handbook* or *Student Teaching Handbook* to discuss the concerns and chart a course of action. The removal of a Candidate should be a joint decision between the District and the College. However, if a Candidate's behavior is deemed to be unsafe or inappropriate, is seen as a risk to the children, is illegal, or is a detriment to the integrity of the learning environment, the Building Principal, Mentor Teacher, or College Supervisor may remove the Candidate immediately and a follow-up conference should be scheduled with all parties involved.

### **V. MEANS FOR REVISIONS TO MEET CHANGING NEEDS AND CONDITIONS**

This agreement is subject to review as requested by either the District or the College. Such review may include discussion of services rendered by either party, such as placement and supervision practices. Issues that arise between reviews shall be handled through the appropriate representation of each institution as indicated in this agreement.



## VI. PAYMENT OR BENEFITS PROCEDURES

The College is not permitted to compensate Mentor Teachers for their work with our Candidates; however, the College will show its appreciation for the successful completion of Mentor Teacher duties to the District in the amount of \$100 **per Student Teacher**. This amount will be donated to the District at the end of each semester during which the Student Teaching occurred. This payment process will be as follows:

- In December (for fall Student Teachers) and in May (for spring Student Teachers), we will send a letter to the District listing the name(s) of our Student Teacher(s) and the name(s) of the assigned Mentor(s) and will provide a stipend of \$100.00 per Student Teacher. The District may use the stipend(s) at its discretion. We are not permitted to attach any stipulations to the stipends.

## ACKNOWLEDGED AND ACCEPTED BY:

*Carla J. Higgins*

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Authorized Signer for District

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Director of Education

May 26, 2026

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Date

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Date

