

ORANGE COUNTY  
BOARD OF EDUCATION  
AGENDA ITEM ABSTRACT

Meeting Date: August 26, 2013

AGENDA  
ITEM No. 13-08-(2)-12  
ACTION ITEM: (Y/N) Y

SUBJECT: Elon University Student Intern Placement Agreement

INFO. CONTACT: Dr. Marcie Holland PHONE: 919-732-8126

ATTACHMENT: 1. Agreement between Orange County Schools and Elon University

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**PURPOSE:** The purpose of this item is to provide the Board of Education an opportunity to hear about and discuss the school district's agreement with the Elon University for placement of student interns.

**BACKGROUND:** Orange County Schools works collaboratively with the colleges/universities across the state to place student interns in all licensure areas in our schools for their internship experiences. Each year, we place between 50 and 100 student interns throughout the district.

Several colleges/universities in the triangle area use the standard Triangle Alliance agreement. Elon University is not a member of the Triangle Alliance so a separate agreement is used. Elon's agreement mirrors the standard agreement with other colleges/universities and the placement process for their students is identical to those of all other colleges/universities.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** The Superintendent recommends the Board of Education approve the Elon University Student Intern Placement Agreement.

## AGREEMENT

### ORANGE COUNTY SCHOOLS AND ELON UNIVERSITY

#### I. Selection of Cooperating Teachers

The following criteria were jointly approved by the participating Institution of Higher Education (IHE) and Local Education Agencies (LEAs) to be used in the selection of teachers who will provide supervision for student teaching experiences.

1. Persons wishing to serve as a cooperating classroom teacher in the supervision of student teachers will provide the designated officer of the LEAs, upon request, with information pertaining to employment history, current licensure and endorsement areas, and other pertinent data as determined by the local education agency. A standard application to reflect the minimum agreements as specified in this document will be used. Additions and/or modifications may be instituted by the IHE-LEA partnerships as the need arises.
2. To serve as a cooperating teacher, the teacher would have completed a minimum of three years of successful teaching within five years immediately preceding selection. In addition, the teacher should have taught at least one semester and preferably one year at the current school site.
3. Selection as a cooperating teacher requires a recommendation from the teacher's current principal.
4. Previous observation records and performance appraisal instruments will be reviewed by the LEA to provide additional evidence that the candidate possesses the desired core competencies.
5. A cooperating teacher must be licensed currently and teaching in the field for which he/she is being asked to supervise a student teacher.
6. Cooperating teacher selection will be made by the LEA in consultation with the IHE.

## II. Placement of Student Teachers

Procedures to be followed in the placement of student teachers are as follows:

1. The IHE and LEA will process requests through a specific office and a designated central contact person.
2. A standard student teacher application form will be adopted for use by the participating IHE and LEAs.
3. Requests for student teacher placement sites will be submitted by the IHE to the LEA at a date designated by the LEA. The designated date shall be prior to the close of the semester immediately preceding the student teaching semester. It shall be early enough in the semester to allow completion of placements by the end of the semester preceding the student teaching semester.
4. The IHE may withdraw a placement request by direct communication with the central office contact person of the LEA. Reasons which may necessitate the withdrawal of a placement request may include a student's withdrawal or dismissal from the teacher education program, transportation difficulties or an assignment which does not match the desired licensure area. The notice of withdrawal should be submitted directly to the LEA contact person. If the cooperating teacher has been notified of the placement assignment, a courtesy letter explaining the placement withdrawal shall be sent by the IHE contact person to the cooperating teacher and school principal with a copy to the LEA contact person.
5. The assignment of student teachers and the selection of participating schools will be processed in a manner which is free of racial and institutional biases.
6. A cooperating teacher may supervise only one student per school year unless such assignments are related to a unique IHE program need endorsed by the LEA.
7. With the approval of the school principal and after consultation with the appropriate IHE supervisor, a cooperating teacher may initiate termination of a placement assignment. After consultation with the LEA contact person, an IHE contact person may initiate termination of a placement assignment. Termination of a placement assignment does not automatically result in failure of the student. The IHE supervisor will explain any termination of a placement to the student teacher.

8. If a change in the cooperating teacher assignment at the school is necessitated due to a change in circumstances at the school, such change requires approval by the LEA and IHE and must be initiated through and authorized by the agencies' central contact persons.
9. The LEA will develop emergency late placement procedures. The procedures will define "late placement" and designate the LEA contact person through whom late placements are to be processed.

### III. Supervision

The participating IHE and LEAs agree to the following guidelines for the appropriate and effective supervision of student teachers.

1. A student teaching handbook will be provided by the IHE to the cooperating teacher prior to the beginning of the student teacher experience. The handbook will define both the cooperating teacher's and the college supervisor's responsibilities relative to instruction, observation, evaluation, grading and licensure endorsements.
2. All cooperating teachers and IHE supervisors are expected to participate in an orientation program.
3. During the full semester student teaching experience a minimum of five (5) on-site observations will be made by the IHE supervisor. Each visit should include a conference with the student teacher to discuss his/her development. Included in the observations are two (2) scheduled formal conferences – a midterm evaluation and a final evaluation.
4. Student teachers in the elementary and middle grades will be supervised by the classroom cooperating teacher and the supervisor from the IHE. Student teachers at the secondary level will be supervised by the classroom teacher, a supervisor from the Department of Education of the IHE, and a representative of the student's major department.

#### IV. Evaluation

Joint evaluation shall adhere to the following guidelines:

1. The IHE and LEA evaluation criteria used to assess the student teacher's achievement are based on a jointly developed instrument. This instrument reflects the QAP core competencies for student teachers. Following each evaluation session the student writes a program for professional growth in areas judged to need improvement.
2. The IHE supervisor(s) and the LEA cooperating teacher will independently complete the final evaluation form. They will also prepare a narrative statement concerning the work of the student teacher. In the case of the secondary student a third evaluation form and narrative statement will be prepared by the supervisor from the student's major department. Copies of these evaluations are placed in the student's folder in the Teacher Education office and in the student's placement folder (upon request by student).
3. The IHE final grade for the student teacher's laboratory experience will be determined by the evaluation of the LEA cooperating teacher and the IHE supervisor(s); however, the final grade assignment will be the responsibility of the IHE. The granting of IHE credit for student teaching is a prerequisite for initial licensure.
4. Recommendation for initial licensure requires endorsements by the IHE and LEA. If the IHE and the LEA disagree concerning the recommendation for initial licensure, then the student teacher may be allowed the opportunity by the IHE to complete another student teaching experience with another cooperating teacher.

#### V. Placements for observation and short term field experience

1. A number of classes in education require either observation in a public school classroom or a short term field experience. Arrangements for this type of experience will be completed directly by the IHE classroom teacher or field placement director and the principal of the local school.
2. The Standards Relating to Teacher Education Programs require that laboratory experiences begin early in a student's program, preferably prior to admission to the teacher education program. A practicum associated with the introductory education course (EDU 211: Schools and Society) is designed to enable the student to have this

experience. This practicum experience is primarily observation, with assistance to the classroom teacher as requested. Any assistance is in the role of teacher assistant, not as a student teacher. Other practica designed to give the student increasing responsibility in the classroom are also required of students. Placement in the public schools for all practica is arranged by the IHE Director of Field Placement and principals of the local schools and jointly agreed upon by the IHE Director of Field Placement, the principal and the LEA contact person.

## VI. Remuneration

1. The classroom teacher who works with a student teacher from Elon University will receive from the university a small stipend. The stipend will be paid directly to the classroom teacher.
2. The classroom teacher who works with a student teacher from Elon University will also receive a tuition voucher which is subject to the following guidelines:
  - (1) May be used by the cooperating teacher for full tuition for one course.
  - (2) May be used during any semester or summer school session within one (1) calendar year of date on voucher.
  - (3) May be reassigned by the principal to another teacher in school or by the head of the school district staff development office if the person designated on the voucher chooses not to use it.

The person to whom the voucher is assigned must be a **licensed teacher in a full-time teaching position.**

If reassigned, the voucher is good for a **\$100.00 tuition scholarship.** NOTE: **Vouchers can not be applied toward Cohort student tuition.**

**A reassigned voucher must show the name of both teachers: the one to whom the voucher was issued and the one to whom the voucher has been assigned.**

The voucher should be presented by the recipient to the Bursar's Office at Elon University. The appropriate registration fee will be due at that time.


This agreement is confirmed by Orange County Schools and Elon University.

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Dr. Del Burns, Interim Superintendent  
Orange County Schools


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date

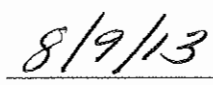
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Marcie Holland, Assistant Superintendent HR and  
Title IX Coordinator  
Orange County Schools

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date

  
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Steven D. House, Provost and Vice President  
for Academic Affairs  
Elon University

  
\_\_\_\_\_  
date

  
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Deborah T. Long, Professor and Interim Dean  
Elon Academy Director  
School of Education  
Elon University

  
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