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EDUCATION AFFILIATION AGREEMENT

This Agreement is made and entered into by and between **Eastern Washington University ("EWU")**, located at 526 5th St, Cheney, WA 99004 and the Field Experience/Internship/Practicum Site (i.e., School District/College/Educational Setting), Lake Stevens School District known as **"Field Experience Site"**, located at 12309 22nd St NE, Lake Stevens, WA 98258

The purpose of this Agreement is to cooperate in providing field experiences ("Program") for students (known as "candidates") in the School of Education at EWU. The School of Education offers multiple internship and field experiences courses, which have different expectations and responsibilities. The beginning part of this affiliation agreement outlines the general expectations between a Field Experience Site and the EWU School of Education. Specific program responsibilities can be found in the appendices attached hereto and incorporated herein.

In consideration of the mutual benefits of such a field experience program, the parties to this Agreement agree that the Program shall be covered by and subject to the following conditions and the applicable program requirements ("EWU Requirements") below and in the appendices:

A. MUTUAL RIGHTS AND RESPONSIBILITIES

1. The parties agree to comply with all applicable state and federal laws, rules, regulations, and executive orders governing equal employment opportunity, immigration, and nondiscrimination, including the Americans with Disabilities Act. Neither party will discriminate, to the extent required by state and federal law, on the basis of race, religion, color, national origin, citizenship or immigration status, marital status, sex, sexual orientation, gender identity, age, genetic information, pregnancy, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability.
2. The number of internship/field experience hours/days spent by a candidate at the Field Experience Site is determined by EWU program requirements and, if applicable, accreditation or program approval requirements.
3. Before publishing any scholarly work (e.g., journals, dissertation, etc.) material based on a candidate's experience at The Field Experience Site under this Agreement, EWU students and staff must follow all requirements as outlined under Institutional Review Board (IRB) requirements and obtain prior written approval from the Field Experience Site and EWU.
4. The parties shall conduct themselves in accordance with all applicable professional organizational standards of conduct, including, but not limited to:
 - U.S. Department of Education (ED)
 - Washington State Department of Early Learning (DEL)
 - Washington State Office of Superintendent of Public Instruction (OSPI)
5. The parties shall ensure candidates are placed in settings where they can be objectively evaluated.

6. EWU and Field Experience Site will instruct their respective faculty, staff, and students participating in the Program to maintain confidentiality of student and patient information as required by law, including, but not limited to the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and by the respective policies and procedures of EWU and Field Experience Site.
 - a. If EWU is sharing student education records, as defined by FERPA, with the Field Experience Site beyond a student's name, enrolment status, and contact information, Field Experience Site agrees to the following:
 - i. The Field Experience Site must keep the student education records confidential and not disclose, transfer, or sell such information unless such disclosure is required by law.
 - ii. The Field Experience Site must establish and implement minimum physical, electronic, and managerial safeguards for maintaining the confidentiality of the information provided by EWU. Field Experience Site must exercise due care and take commercially best efforts to protect the security of EWU's confidential information. Access to the information must be restricted to only those authorized staff, officials, and agents of the Field Site who need it to perform their official duties.
 - iii. If the Field Experience Site or its agents detect a compromise or potential compromise in the security of the student education records such that the information may have been accessed or disclosed without proper authorization, the Field Experience Site must notify EWU of such incident no later than 48 hours after it is detected. Field Site must then take corrective action as soon as practicable to eliminate the cause of the breach. Field Experience Site must cooperate with EWU in providing any notices required by applicable state or federal law.
 - iv. Confidential information will be provided via email or a secured file transfer mechanism between the parties. The Field Experience Site will not have access to any EWU systems.
 1. Examples of confidential student education records include, but are not limited to, student identification numbers, date of birth, social security numbers, criminal background checks, immunization records, or grade information.
 - v. The Field Experience Site will not share any confidential information with EWU. Both parties agree EWU is not a business associate of Field Experience Site.

B. EWU RESPONSIBILITIES

1. Assure continuing compliance with the educational standards established by the professional accrediting association. EWU will be responsible for instruction and administration of the EWU students' academic education program.
2. Determine the EWU students' final grade for the field experience.
3. If required by the Field Experience Site, for EWU students who will be in contact with Site students/clients, EWU will request that the candidate provide documentation of current immunizations and MMR directly to the Field Experience Site.
4. Comply with and ensure, to the extent possible, that candidates comply with the policies and procedures established by the Field Experience Site. EWU will notify each EWU student of his/her status and responsibilities pursuant to this Agreement. This includes notification to candidates of the need to procure the insurance coverage required by the Field Experience Site as identified below prior to being admitted to the Field Experience Site.

5. Encourage each EWU candidate participating in the field experience program to acquire comprehensive health and accident insurance that will provide continuous coverage of such candidate during his or her participation in the field experience program. EWU will inform candidates that they are responsible for their own health needs, health care costs, and health insurance coverage.

C. FIELD EXPERIENCE SITE RESPONSIBILITIES

1. Submit required reports on each EWU candidate's performance and evaluate the candidate in accordance with EWU's policy, which shall be provided to Field Experience Site.
2. Assist/cooperate in the collection of data/research which helps EWU evaluate its programs and potential success of its candidates.
3. Retain full and sole responsibility for the care rendered to Site students/clients and maintain the quality of client care without relying on the candidates' field experience activities for staffing purposes.
4. If the candidate is new to the Field Experience Site, provide an orientation for the candidate covering the rules, policies, procedures, facilities, and equipment.
5. Maintain an environment free from recognized hazards and ensure a healthy and safe environment for all students and members of its community.
6. Notify EWU as soon as possible of any problems arising with the candidates or field experience program. Field Experience Site will have the right to take immediate interim action to correct a situation where a candidate's actions endanger site student/client care. As soon as possible thereafter, Field Experience Site will notify EWU of the action taken. Field Experience Site will cooperate in providing information about the candidate's actions to EWU. All final resolutions of the candidate's academic status in such situations will be made solely by EWU after reviewing the matter and considering whatever written factual information Field Experience Site provides to EWU; however, Field Experience Site reserves the right to terminate the use of its facilities by a particular candidate where necessary to maintain its operation free of disruption and to ensure quality of student/client care.
7. Provide a copy of this agreement to the administration where candidate is placed.

D. CONFIDENTIALITY/DATA PRACTICES/SAFEGUARDING OF INFORMATION. Field Experience Site acknowledges that some of the material and information that may come into its possession or knowledge in connection with this Agreement or its performance may consist of Confidential Information. Field Experience Site agrees to hold such information confidential, to release it only to authorized employees requiring such information for the purposes of carrying out this Agreement, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make the information known to any other party without EWU's express written consent or as provided by law. Field Experience Site is considered a "school official" under FERPA and agree to comply with the requirements of FERPA and its related regulations governing the use and redisclosure of personally identifiable information for education records.

E. LIABILITY COVERAGE PROVISIONS

1. Each party to this Agreement shall be responsible for damage to persons or property resulting from the negligence on the part of itself, its employees, agents, or officers. Neither party will be considered the agent of the other and neither party assumes responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

2. EWU and its officers, employees, and agents, while acting in good faith within the scope of their official EWU duties, are covered by the State of Washington Self-Insurance Program and the Tort Claims Act (RCW 4.92), and successful claims against EWU and its employees, officers, and agents in the performance of their official EWU duties in good faith under this Agreement will be paid from the tort claims liability account as provided in RCW 4.92.130.
3. Field Experience Site shall maintain general liability and professional liability insurance with minimum limits of \$1,000,000 each claim and \$2,000,000 in the aggregate to cover its employees, officers, and agents in the performance of this Agreement, and further provide the means for defense and payment of claims that may arise against such individuals. Field Experience Site shall provide proof of such insurance to EWU upon execution of this Agreement.
4. If required by the Field Experience Site for participation in the Program, students will be required to have professional liability insurance with minimum limits of \$1,000,000 each claim and \$3,000,000 in the aggregate while participating in the Program. Certificates of such coverage will be provided to the Field Experience Site upon request.
5. Each party agrees to provide a certificate of insurance or statement of self-insurance upon request of the other party.

F. TERM. This Agreement shall commence on the date of the last signature and continue thereafter from year to year. The Agreement shall be reviewed no later than five (5) years from its effective date, or earlier at the request of either party.

G. TERMINATION. This Agreement may be canceled by giving the other party with at least ninety (90) days advance, written notice of its intention to terminate. In the event of termination, it shall not become effective for candidates already enrolled and participating in the field experiences until they have completed their current rotation.

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, EWU may terminate the Agreement at any time, subject to renegotiation at EWU's discretion under those new funding limitations and conditions.

H. NOTICE. The following persons shall be the point of contact for all notices and communications regarding the performance of this Agreement. All notices, demands, requests, or other communications required to be given or sent by EWU or Field Experience Site will be in writing and transmitted by email or facsimile, mailed by first-class mail, postage prepaid, or by hand delivery to:

Field Experience Site	EWU
Contact Name: <u>John Balmer, Ed.D.</u>	Procurements & Contracts
Name of Site: <u>Lake Stevens School District</u>	Eastern Washington
(Field Experience Site/College)	University 218 Tawanka
Address: <u>12309 22nd St NE</u>	Hall Cheney, WA 99004-
City, State, Zip: <u>Lake Stevens, WA 98201</u>	2456
Email: <u>john_balmer@lkstevens.wednet.edu</u>	Email: <u>purchasing@ewu.edu</u>
Phone: <u>425-335-1592</u>	du Phone: <u>(509) 359-</u>
Fax: <u>425-335-1549</u>	<u>2253</u>

Each party may designate a change of address by notice in writing. All notices, demands, requests, or communications that are not hand-delivered will be deemed received three (3) days after deposit in the U.S. mail, postage prepaid.

I. AMENDMENTS. This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind

each of the parties.

- J. ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided for in this Agreement.
- K. GOVERNING LAW AND VENUE.** The parties' rights and obligations under this Agreement will be construed in accordance with, and any claim or dispute relating thereto will be governed by, the laws of the State of Washington. The venue of any action hereunder shall be the Superior Court of Spokane County, Washington.
- L. SURVIVAL.** EWU and Field Experience Site expressly intend and agree that the confidentiality provisions set forth in section D and the liability coverage provisions set forth in section E of this Agreement will survive the termination of this Agreement for any reason.
- M. ORDER OF PRECEDENCE.** Any conflict or inconsistency in this Agreement and its attachments will be resolved by giving the documents precedence in the following order:
1. **Applicable state of federal laws and regulations;**
 2. This Agreement;
 3. Appendices to this Agreement which are attached and incorporated herein.
- N. SEVERABILITY.** If any provision of this Agreement, or any other agreement, document or writing pursuant to or in connection with this Agreement, shall be held to be wholly or partially invalid or unenforceable under applicable law, said provision will not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.
- O. WAIVER.** Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed as a modification of the terms of this Agreement unless stated to be such in writing and signed by an authorized representative of the party.
- P. INSPECTION.** Field Experience Site will permit, on reasonable notice and request, the inspection of field and related facilities by agencies charged with responsibility for accreditation of EWU or an EWU program.
- Q. ELECTRONIC SIGNATURES.** A manually signed copy of this Agreement any amendments or other transaction documents delivered by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy.
- R. APPROVAL.** This Agreement shall be subject to the written approval of EWU's authorized representative and shall not be binding until so approved.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the persons signing below, who warrant they have the authority to execute this Agreement.

Eastern Washington University

Field Experience Site

EWU Contract Administrator

By: _____
Name, Title

Date: _____

Field Experience Site Contract Manager

John Balmer, Ed. D.
By: ~~Teresa Main~~, Assistant Superintendent
Name, Title

Date: *12/11/24*

Balmer

APPENDIX 1

Additional Terms for Field Experience Sites providing Field Placement Experiences for EWU Initial Certification and Add-On Teacher Candidates (items pertaining only to initial certificates include asterisks)

A. MUTUAL RIGHTS AND RESPONSIBILITIES

1. *The parties agree to cooperate in jointly planning a field experience program, assigning practicum and student teaching candidates, selecting faculty members who serve as Field Supervisors ("FS") and Mentor Teachers ("MT"), and evaluating EWU candidates.
2. Visits by EWU staff to the Field Experience Site for the purposes of planning and evaluating the field experience program, discussing candidate performance, learning new skills, and arranging for additional field experiences will be welcomed.
3. EWU and Field Experience Site will instruct their respective faculty, staff, and students participating in the field experience program, to maintain confidentiality of student information as required by law, including but not limited to the Family Educational Rights and Privacy Act (FERPA), and by the respective policies and procedures of EWU and Field Experience Site.
4. EWU, at its discretion, will assign candidates to participate in field experiences at Field Experience Site. Before agreeing to take candidates, the Field Experience Site may ask for certain documentation regarding the candidates, such as immunization records or criminal background checks. EWU will inform candidates that they must provide the information requested by the Field Experience Site if they wish to participate in the field experience program at the Field Experience Site. Field Experience Site may refuse to allow candidates to participate at Field Experience Site for any lawful reason.

B. EWU RESPONSIBILITIES

1. Plan and administer the field experience program, while encouraging Field Experience Site staff participation. EWU will provide information to Field Experience Site concerning its curriculum and the professional and academic credentials of its faculty for the candidates at the Field Experience Site.
2. *Designate an appropriately qualified and credentialed Field Supervisors ("FS") to coordinate and act as the liaison with Field Experience Site. The FS will arrange the schedule of candidate assignments in cooperation with the Field Experience Site.
3. Select for participation in the field experience program only those candidates who have successfully completed all prerequisite training requirements for the field experience program.

4. Provide the Field Experience Site with the names of candidates and information regarding the prior experience as well as materials for the evaluation of the candidates. EWU is responsible for supplying any additional information required by Field Experience Site as set forth in this Agreement, prior to the arrival of candidates. EWU will notify Field Experience Site in writing of any change in a candidate's status.
5.
 - i. Ask each candidate who may be placed at Field Experience Site to obtain his/her criminal history background record from the Washington State Patrol and Federal Bureau of Investigation, pursuant to RCW 28A.410.010, RCW 43.43.834, RCW 43.43.838, and RCW 43.215.215 (if applicable), and to authorize EWU to transmit verification of clearance, if required, to the Field Experience Site. The fingerprint and character clearance must be current at all times during the field experience for candidates who do not hold a valid Washington certificate.
 - ii. Before the start of training at the Field Experience Site, EWU will provide Field Experience Site with the names of any candidates who have failed to provide the requested records, or who refuse to authorize the release of records to Field Experience Site.
 - iii. The candidates will be informed that, whether or not they agree to obtain the record and agree to release it to EWU and Field Experience Site, Field Experience Site may conduct the background inquiry directly and the Field Experience Site may refuse placement of a candidate who does not provide the requested records or who has a record of prior criminal conduct.
 - iv. Field Experience Site understands and agrees that any information forwarded to it by EWU has been procured through this process. EWU does not certify the veracity of the records provided and, furthermore, the obligation to conduct appropriate background checks and the liability for non-compliance therewith remains the responsibility of Field Experience Site.

C. FIELD EXPERIENCE SITE RESPONSIBILITIES

1. Designate a MT to act as liaison with EWU and to provide the candidate and EWU with feedback on the candidate's performance. Field Experience Site will ensure that the MT meets the professional and academic credentials listed below. Field Experience Site will notify EWU in writing of any change or proposed change in the MT or Administrator (principal, PA, AP, or other designee). The MT shall meet the following qualifications:
 - i. Fully certificated school personnel with a minimum of three years of successful full-time teaching experience in the role they are supervising per WAC 181-78A-264(3)(iii).
 - ii. *Trained in coaching and/or mentoring adults or willing to complete the EWU-provided mentoring module.
 - iii. Identified as instructional leaders and willing and capable of mentoring teacher candidates.
 - iv. *Highly effective as evidenced by the mentors having received level 3 or above on both criteria 3 (recognizing individual student learning needs and developing strategies to address those needs) and criteria 6 (using multiple student data elements to modify instruction and improve student learning) on their most recent comprehensive performance evaluation per RCW 28A.405.100
 - v. *Exemplify excellence in teaching by demonstrating a positive impact on student learning.
 - vi. *Interested in supervising pre-service candidates as part of their responsibility to the profession.
 - vii. *Strong communicator and can work as an effective team member with the administration and FS.
 - viii. Knowledgeable of current best practices.

- ix. Committed to spending time with the candidate in planning and evaluation.
- x. Sensitive to, and appreciative of, all children's exceptionalities and ethnic, cultural, and language diversities.
- xi. *Sensitive to the needs of a beginning teacher, such as the need to experiment with teaching techniques suggested in EWU courses and/or by the FS.
- xii. Practice culturally responsive best practices when working with the EWU candidate.

2. *The MT shall have the following duties and responsibilities:

- i. Become familiar with field experience requirements through review of the applicable EWU handbook.
- ii. If without mentoring/coaching training, take the EWU-provided mentor/coach training.
- iii. Accept the candidate as a professional colleague.
- iv. Introduce the candidate to students as a professional member of the classroom teaching team.
- v. Acquaint the candidate with appropriate school and Field Experience Site policies and procedures, school personnel, materials, resources, and programs.
- vi. Schedule regular weekly mentoring/coaching time with candidate.
- vii. Engage in specific and planned activities with the candidate.
- viii. Review candidate's daily and long-range unit/lesson plans.
- ix. Participate in evaluating the candidate's progress with FS through completion of the mid-term and final evaluations.
- x. Collaborate with candidate and FS in the establishment of a schedule for expanding teaching responsibilities.
- xi. Encourage the candidate to be creative and try new strategies; recognize that the candidate may need to organize the teaching/learning within the classroom in a different manner.
- xii. Be prepared to provide time for the candidate to be left in complete charge of the classroom.

3. The Administrator shall have the following duties and responsibilities:

- i. Welcome the candidate to the building and ensure he/she is cognizant of established Field Experience Site policies and procedures.
- ii. Observe the candidate on one or more times and provide written or verbal feedback.
- iii. Assist in the resolution of any problem that may arise and, when necessary, assist the FS and MT in counseling a candidate.
- iv. Contact, in advance if possible and appropriate, the Program Director prior to removing any candidate whose performance, attitude, or behavior is clearly inadequate or inappropriate for the situation.
- v. Provide support to the candidate, MT, and FS.

4. Provide candidates with a desirable field experience within the scope of services provided by Field Experience Site. Provide a student caseload appropriate to the candidates' level and ability and of adequate size and variety to ensure the field experience.

5. Provide the candidates with instruction and practical experience on new equipment and techniques as acquired. Field Experience Site will make available to candidates - basic supplies and equipment

necessary for care of students/clients and the field experience. Within the limitation of facilities, Field Experience Site will make available office and conference space for candidates and, if applicable, EWU faculty.

6. *Not use candidates as substitute teachers, unless they have received an Intern Substitute Teacher Certificate per WAC 181-79A-231(6) and EWU Intern Substitute Policy, which allows them to substitute only in the classroom where assigned, for no more than three consecutive days, no more than ten days total, and if such certificate is supported by the Field Experience Site. If candidate is eligible for an Emergency Substitute Certificate, it is the district's responsibility to follow the guidelines per OSPI guidelines. The limitations listed above still apply unless otherwise agreed to in advance.

D. OPERATIONAL DETAILS

1. EWU and Field Experience Site agree that contemporaneous with or following execution of this Agreement and within the scope of its provisions, EWU may develop letter agreements with Field Experience Site to formalize operational details of the field experience program. These details include, but are not limited to, the following:
 - i. Beginning dates and length of experience (to be mutually agreed upon before the beginning of the field experience program);
 - ii. Number of candidates eligible to participate in the field experience program;
 - iii. Specific days, hours and locations for the field experience program;
 - iv. Specific learning objectives and performance expectations for candidates;
 - v. Specific allocation of responsibilities for the FS, MT, Administrator, and any other persons who will be supervising candidates under this Agreement;
 - vi. Deadlines and format for candidate progress reports and evaluation forms.

Any such letter agreements will be considered attachments to this Agreement, will be binding when signed by authorized representatives of each party, and may be modified by subsequent letter agreements signed by authorized representatives of each party.

Appendix Two

EWU Program Requirements

Undergraduate Programs	
Early Childhood Education and Blended Early Childhood and Special Education - Undergraduate	
Hours	Minimum 180 hours in a P-3 setting plus Minimum of 450 hours in a K-3 setting
Length of Field Experience Requirements	Quarter 1 P-3 – 9+ hrs/wk Quarter 2 P-3 or P-3 SPED classroom – 9+ hrs/wk Quarter 3 K-3 – 9+ hrs/wk Quarter 3 K-3 – 9+ hrs/wk Quarter 4 K-3 – 9+ hrs/wk Quarter 5 K-3-full-time
Clearance Requirements	Background Check Fingerprint Clearance
Field Experience Requirements (include assessments)	Tests -Applicable WEST-E/NES test(s) Toward the end of the experience, the mentor may provide the candidate with opportunities to observe in other classrooms. Mentors will be reviewed annually by faculty on their effectiveness of mentor preparation and communication.
Other Requirements of Field Experience, if applicable	Candidates may have two placements: Placement 1- Quarter 1 & 2 Placement 2 - Quarter 3-5 If a mentor would like to host for all five quarters, that can be arranged.
Remuneration Provided	10 clock hours per quarter \$125 honorarium at conclusion of student teaching Principals receive either \$25 honorarium or 10 clock hours at the completion of student teaching for all Undergraduate and MIT placements.

Elementary Education - Undergraduate	
Hours	J- Minimum of 450 hours in a K-8 th grade setting
Length of Field Experience Requirements	Quarter 1 K-8 – 9+ hrs/wk Quarter 2 K-8 – 9+ hrs/wk Quarter 3 K-8 – 9+ hrs/wk Quarter 4 K-8 - full time
Clearance Requirements	Background Check Fingerprint Clearance

Field Experience Requirements (include assessments)	Tests-Applicable WEST-E/NES/ACTFL test(s) Toward the end of the experience, the mentor may provide the candidate with opportunities to observe in other classrooms. Mentors will be reviewed annually by faculty on their effectiveness of mentor preparation and communication.
Remuneration Provided	10 clock hours per quarter \$125 honorarium at conclusion of student teaching Principals receive either \$25 honorarium or 10 clock hours at the completion of student teaching for all Undergraduate and MIT placements.

Secondary Education or K-12 certificates- Undergraduate

Hours	- Minimum 450 hours in a 5 th -12 th grade setting (or K-12, if applicable)
Length of Field Experience Requirements	Quarter 1 - 9+ hrs/wk Quarter 2 -18+ hrs/wk Quarter 3 - full time
Clearance Requirements	Background Check Fingerprint Clearance
Internship Requirements (include assessments)	Tests-Applicable WEST-E/NES/ACTFL test(s) Toward the end of the experience, the mentor may provide the candidate with opportunities to observe in other classrooms. Mentors will be reviewed annually by faculty on their effectiveness of mentor preparation and communication.
Remuneration Provided	10 clock hours per quarter \$125 honorarium at conclusion of student teaching Principals receive either \$25 honorarium or 10 clock hours at the completion of student teaching for all Undergraduate and MIT placements.

Reading, Writing & Literacy (K-12 endorsement) - Undergraduate

Hours	- Minimum of 450 hours in a K-12 setting
Length of Field Experience Requirements	Quarter 1 - 9+ hrs/wk Quarter 2 - 3+ hrs/wk Quarter 3 - 9+ hrs/wk Quarter 4 - 18+ hrs/wk Quarter 5 - full time
Other Requirements of Field Experience, if applicable	Candidates may have two placements: Placement 1- Quarter 1 & 2 Placement 2 – Quarter 3-5 If a mentor would like to host for all five quarters, that can be arranged.
Clearance Requirements	Background Check Fingerprint Clearance
Field Experience Requirements (include assessments)	Tests-Applicable WEST-E/NES/ACTFL test(s) Toward the end of the experience, the mentor may provide the candidate with opportunities to observe in other classrooms. Mentors will be reviewed annually by faculty on their effectiveness of mentor preparation and communication.
Remuneration Provided	10 clock hours per quarter \$125 honorarium at conclusion of student teaching Principals receive either \$25 honorarium or 10 clock hours at the completion of student teaching for all Undergraduate and MIT placements.

Elementary/ Special Education Dual – Undergraduate

Hours	Minimum of 180 hours in a special education classroom plus an optional additional student teaching quarter in special education Minimum of 450 hours in a K-8 th grade setting
Length of Field Experience Requirements	2 Quarters in SPED classrooms (different placements) 9+ hrs/wk * Quarter 1 K-8 – 9+ hrs/wk Quarter 2 K-8 – 9+ hrs/wk

	Quarter 3 K-8 – 9+ hrs/wk Quarter 4 K-8 - full time *SPED placements may run concurrently with general education placements.
Other Requirements of Field Experience, if applicable	Candidates will have three placements.
Clearance Requirements	Background Check Fingerprint Clearance
Field Experience Requirements (include assessments)	Tests-Applicable WEST-E/NES/ACTFL test(s) Toward the end of the experience, the mentor may provide the candidate with opportunities to observe in other classrooms. Mentors will be reviewed annually by faculty on their effectiveness of mentor preparation and communication.
Remuneration Provided	10 clock hours per quarter \$125 honorarium at conclusion of student teaching Principals receive either \$25 honorarium or 10 clock hours at the completion of student teaching for all Undergraduate and MIT placements.

Transition to Teaching - Undergraduate

Hours	Minimum of 540 hours in a K-8th grade setting
Length of Field Experience Requirements	Quarter 1 K-8 -10-20 hrs/wk Quarter 2 K-8 -10-20 hrs/wk Quarter 3 K-8 - full-time Optional Add-On Endorsement (ELL, SPED, Bilingual) Quarter 1 Endorsement Area -10 hrs/wk Quarter 2 Endorsement Area -10 hrs/wk
Clearance Requirements	Background Check Fingerprint Clearance
Field Experience Requirements (include assessments)	Tests-Applicable WEST-E/NES/ACTFL test(s) Toward the end of the experience, the mentor may provide the candidate with opportunities to observe in other classrooms. Mentors will be reviewed annually by faculty on their effectiveness of mentor preparation and communication.
Remuneration Provided	10 clock hours per quarter \$500 academic year minimum honorarium per candidate

Career & Technical Education Initial Certificate-Graduate

Hours	Minimum of 120 hours and completion of required internship tasks
Length of Field Experience Requirements	To be completed over 2 accelerated academic sessions
Clearance Requirements	Valid, current Teaching Certificate OR completion of OSPI fingerprinting/background clearance requirements for K-12 schools on record with WA State E-Cert
Field Experience Requirements (include assessments)	Complete tasks required of internship courses. Log internship hours via program timelog

Master In Teaching - Graduate	
Hours	Minimum of 450 hours in a classroom meeting their certification route
Length of Field Experience Requirements	Quarter 1 - 2.5+ days/week Quarter 2 – 3+ days/week Quarter 3 - full time
Clearance Requirements	Background Check Fingerprint Clearance
Field Experience Requirements (include assessments)	Tests-Applicable WEST-E/NES/ACTFL test(s) Toward the end of the experience, the mentor will provide the candidate with opportunities to observe in other classrooms. Mentors will be reviewed annually by faculty on their effectiveness of mentor preparation and communication.
Remuneration Provided	Quarter 1-10 clock hours and \$99 honorarium Quarter 2 -10 clock hours and \$200 honorarium Quarter 3 -10 clock hours and \$300 honorarium Principals receive either \$25 honorarium or 10 clock hours at the completion of student teaching for all Undergraduate and MIT placements.

APPENDIX THREE

Add-on Endorsement Programs (requires initial teaching certificate)

Health & Physical Education – Graduate Program (only)- MEd + Certificate	
Health & PE Graduate students complete two separate internships (one in health and one in PE).	
Hours (per internship)	Total of 18 hours over 6-week course
Length of Field Experience Requirements	3 hours/week
Mentor Qualifications	Site and mentor must be pre-approved by the HPE grad program directors. Ideally the site is a K-12 classroom and mentor is a certified K-12 health and/or physical education teacher (<i>rare exceptions of non-school settings/instructors might be approved</i>). Mentors should provide instructional and management feedback to the candidate.
Clearance Requirements	Background Check Fingerprint Clearance
Field Experience Requirements (include assessments)	This hybrid internship course will employ a variety of instructional strategies. During this class, students will participate in online discussion, using online and in print resources as well as engage in a field experience under a certified Health/Physical Educator. The student will create a 3-day health or PE segment for the placement.
Career & Technical Education Administrator Certificate-Graduate	
Hours Minimum of 200 hours and completion of required internship tasks	
Length of Field Experience Requirements	To be completed over 6 accelerated academic sessions Cohorted to start Fall quarter and run through the end of Spring quarter
Clearance Requirements	Hold a Residency, Continuing, or Professional Administrator Certificate OR Three years of experience as a certified CTE teacher, CTE administrator, CTE counselor, or CTE occupational information specialist, or CTE career guidance specialist
Field Experience Requirements (include assessments)	Complete tasks required of internship courses. Log internship hours via program timelog

English Language Learners Certificate-Graduate

Hours	Minimum of 36 hours and completion of required internship tasks
Length of Field Experience Requirements	To be completed over 2 accelerated academic sessions
Clearance Requirements	Valid, current Teaching Certificate required.
Field Experience Requirements (include assessments)	Complete tasks required of internship courses. Log internship hours via program timelog. Mentor must be 3 years certified in English Language Learning.

M.Ed. in Special Education

Hours	Minimum of 180 hours in a K-12 public school setting that provides special education services to students with disabilities
Length of Field Experience Requirements	Internship #1: 60 hours Internship #2: 60 hours Internship #3: 60 hours
Clearance Requirements	Background Check Fingerprint Clearance
Field Experience Requirements for Selection of the Mentor Teacher	The mentor teacher (MT) must be identified by the student enrolled in the M.Ed. special education program. The mentor teacher must be currently certified in special education, have three years of teaching experience in special education, and currently serve as a special education provider.

Library Media Certificate-Graduate

Hours	Minimum of 36 hours and completion of required internship tasks
Length of Field Experience Requirements	To be completed over 2 accelerated academic sessions
Clearance Requirements	Valid, current Teaching Certificate required.
Field Experience Requirements (include assessments)	Complete tasks required of internship courses. Log internship hours via program timelog. Mentor must be 3 years certified as School Librarian or a Classified Library Clerk.

Principal **Certificate-Graduate**

Hours	Minimum of 540 hours (270 in school/270 out of school) and completion of required internship tasks
Length of Field Experience Requirements	To be completed over 6 accelerated academic sessions Cohorted to start Fall quarter and run through the end of Spring quarter
Clearance Requirements	Valid, current Teaching Certificate required. Master's Degree in Education or related field Overall cumulative GPA of 3.0 in last 90 quarters or 60 semester-graded post-secondary credit hours.
Field Experience Requirements (include assessments)	Complete tasks required of internship courses. Log internship hours via program timelog. Mentor must be 3 years certified as building principal.

