

Letter of Agreement (LOA)
Eastern University & Union County Educational Services Commission

PURPOSE OF AGREEMENT

This agreement is made on April 30, 2026 and is intended to outline and formalize the partnership and site-based agreements between Eastern University and Union County Educational Services Commission, pertaining to programs within Eastern University which required field experience hours, student teaching placements and internship/practicum experience. The agreement begins on April 30, 2026 and will remain in effect until either party wishes to relinquish the partnership. A request to suspend the partnership will be submitted in writing.

This agreement is entered into by and between Eastern University and Union County Educational Services Commission hereinafter referred to as the "cooperating school district."

1.0 Scope of Agreement

1.1 This agreement sets forth the role, responsibilities, and rights of personnel associated with the cooperating school district, personnel associated with Eastern University and of any student enrolled at the university, while such student is assigned as a school nurse, counseling intern, student teacher or gaining hours through field experiences in the cooperating school district. The assignment for each student candidate may vary depending on the program and course being taken.

2.0 Duties and Responsibilities of the University

2.1 Selection of Students. The University shall be responsible for the selection of qualified students to participate in the field experience. Selected students must have the appropriate educational background and skills consistent with the contemplated education experience offered by the School District.

2.2 Education of Students. The University shall assume full responsibility for the classroom and classroom education of its students. The University shall be responsible for the administration of the program, the curriculum content, and the requirements of matriculation, grading and graduation.

2.3 Advising Students of Rights and Responsibilities. The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of the School District and should any student fail to abide by any policy and/or procedure, he or she may be removed from the placement or dismissed from the program.

2.4 University Student Records. The University agrees that for purposes of Family Educational Rights and Privacy Act (FERPA), School District will be considered an educational institution official with a legitimate educational reason to have access to limited personally identifiable information from University student records. The University agrees to provide authorized representatives of School District limited personally identifiable information about University students in field experience that is reasonably necessary for participation in the field experience. No other information from University student's education record will be provided unless School District provides a written consent from the University student to the release of such information, and/or School District otherwise establishes to the University's satisfaction

that the need for such information is related to the field experience or the release of such information is in compliance with FERPA. School District agrees that it will not further disclose personally identifiable information about any University student that it receives from the University pursuant to this agreement, unless the University student consents in writing to such disclosure or unless School District can otherwise legally disclose the information under FERPA. In consideration for the personally identifiable information, School District expressly warrants and represents that it will not use the student information provided by the University for any purpose other than to comply with the terms of its agreement with the University.

2.5 Student Liability Insurance. The Student shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$1,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the field experience.

3.0 Duties and Responsibilities of School District

3.1 Establishment of Field Experience. The School District authorizes the use of its facilities as may be agreed upon by the School District and the University as a field experience center. This field experience is for students enrolled in a certified university program. Field experience is required and authorized by law.

3.2 Policies of School District. The University will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. Should any field experience student fail to abide by any policy and/or procedure, he or she may be removed from the placement or dismissed from the program.

3.3 Administration. The School District will have sole authority and control over all aspects of student services. The School District will be responsible for and retain control over the organization, and operation of its programs.

3.4 Designation of Representative. The School District shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the experience of the student(s).

3.5 Supervision of Students. The School District shall provide a cooperating/mentor teacher/staff member who will supervise student activities during the field experience assignment.

3.6 Reporting Student Progress. The School District shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the School District.

3.7 School District Student Records. The School District shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

3.8 Eligibility Requirements. Each cooperating/mentor teacher/staff member selected to supervise the field experience student shall hold a current Pennsylvania certificate in the subject area/grade level to which the field experience is assigned. The cooperating teacher will have a minimum of three (3) years of full time experience and in his/her current assignment in a school district for a minimum of one year.

3.9 Substitute Teaching. The School District shall comply with the appropriate Pennsylvania statutes prohibiting field experience students to be used as substitute teachers at any time during their field experience assignments.

3.10 Right to Refuse Placement. The cooperating school district reserves the right to refuse placement of any given student; however, said decisions shall not be based on race, creed, color, sex, national origin, handicap, age, or veteran status. Further, the cooperating school district shall not refuse placement of any given student because of his or her sexual orientation or marital status.

4.0 Placement of Students.

4.1 The placement of counseling students, student teachers/field experience students. Placement shall be accomplished on a cooperative basis involving both Eastern University and the cooperating school district.

4.2 Placement requests. Requests to the cooperating school district shall be initiated by the Director of School Counseling, Director of School Psychology, Director of Field Experience or the Director of Student Teaching.

4.3 Suggested requests. The request for placement may be accompanied by the names of cooperating/mentor teachers suggested to the University supervisors.

4.4 Submission of clearances and other required documentation. The request for field placement (110 hours) and student teaching placement will include the following collateral material:

- A copy of student transcripts (*student teaching only*)
- Resume (*student teaching only*)
- Act 34 Clearance – Criminal Record Check
- Act 151 Clearance – Child Abuse Clearance
- Act 114 Clearance – FBI Fingerprint Clearance
- TB test results/Health Form (*student teaching only*)

4.5 Collection of documentation. Eastern University is responsible for collecting and securing the collection of the above documentation.

5.0 Termination or Change of Assignment.

5.1 Termination or change of assignment of student. Either the cooperating school district or the Directors of Student Teaching/Field Experience may terminate or change assignments of any student teacher or field experience student. Prior to doing so, the party seeking termination or change shall make reasonable efforts to consult with all parties concerned regarding reasons for the termination or change in assignment.

5.2 Agreement Termination. This agreement may be terminated and the provisions of this agreement may be altered, changed, or amended, by mutual consent of the parties hereto.

6.0 Supervision of University Field/Practicum Students.

6.1 University Supervision. Members of the University faculty will serve as supervisors of the students in conjunction with the cooperating teachers who guide, direct, and assist in the evaluation of the student.

6.2 Compliance with Rules and Regulations. The students shall be subject to the rules and regulations of the cooperating school and to those established by the Directors of Student Teaching/Field Experience as well as the Code of Ethics of the profession.

7.0 Status and Legal Protection of University Field/Practicum Students.

7.1 Any student completing field/practicum hours shall have status and authority in accordance with the PA School Code.

7.2 Any student completing field/practicum hours actually engaged under the terms of this contract shall be entitled to the same protection under provisions of the School Code as is afforded to officers and employees of the school district, during the time they are so assigned.

8.0 Remuneration to Cooperating School District.

8.1 Eastern University agrees to remunerate the student teacher cooperating/mentor teacher as follows:

- One three (3) credit course voucher will be awarded for each student teacher taken whether over a full or partial semester. These will be valid for both on ground and online classes. No compensation is awarded for having field experience students.
- Mentor teachers are permitted to request ACT 48 credits for hosting a student teaching candidate. A mentor/cooperating teacher can receive 15 hours per inductee or student teacher regardless of the length of the student teaching experience. Mentors/supervisors may receive up to 15 hours per inductee or student teacher totaling no more than 45 hours in a compliance period. Once the 45 hours is reached in a compliance period additional credit hours cannot be awarded.

Approved: _____

District Administration

Date

Approved: _____

Eastern University

Director of Student Teaching

Date