



An Equal Opportunity University

Western Washington University – Teaching Field Experience Agreement

Contract ID #: 21562

Contract Type: Internships

WWU Responsible Department: Office of Field Experiences

This Agreement entered between **WESTERN WASHINGTON UNIVERSITY**, 516 High St., Bellingham, WA 98225, hereinafter referred to as “University”, and **SUMNER SCHOOL DISTRICT**, 1202 Wood Avenue, Sumner, WA, 98390, hereinafter referred to as the “Partner Organization,” is for the purpose of providing cooperative arrangements for field experiences, both practicum and internships, for teacher education candidates.

1. Contract Term:

This Agreement shall be for three years, beginning on the later of 08/01/2026 or the date of last signature. This Agreement may be renewed for additional periods if approved by both Parties in writing. Notwithstanding the term stated, this agreement may be renewed and amended at the end of each school year.

The University reserves the right to cancel this Agreement at any time in the event funds are not appropriated by the Washington Legislature for its teacher preparation program.

This Agreement may be terminated by either party with thirty (30) days written notice to the other party. Upon termination, the parties agree to cooperate in good faith to minimize disruption and ensure an orderly transition, including addressing any obligations related to candidates currently participating under this Agreement.

2. The University Agrees:

- A. All internships are based on a collaborative, co-teaching model in which the candidate and cooperating teacher work together to plan, instruct, and assess student progress.
- B. Field experiences are integrated throughout the University's preparation program and should include experience with diverse populations in a variety of settings.
- C. Field experiences are performance-based and candidates are expected to demonstrate a positive impact on P-12 student learning.
- D. The number of hours/days spent by a candidate in the Partner Organization is determined by University requirements, but reflects the following:
 1. Practicum: Part time experiences with various time requirements depending on program and course. Specific hours/days will be conveyed during time of placement request.
 2. Internship: Candidates from all programs are required to attend their internships for the same hours required of full-time teachers employed by the Partner Organization, unless

otherwise specified. Internship length varies by program, but reflects these general parameters:

- Early Childhood Program – Two quarters (fall part-time & winter full-time)
- Elementary Program – Year Long (Quarter 1 & 2 part-time; Quarter 3 full-time)
- Woodring Bilingual Teaching Fellows and Multilingual Special Education Alternative Route Program – Three quarters, graduated time
- Secondary Education – One quarter, 14 weeks
- Special Education Content, Special Education Early Childhood or Special Education and Elementary Dual-Endorsement – One part time and one full time quarter, 11 – 14 weeks depending on term

- E. Candidates and site supervisors, as applicable, will adhere to Partner Organization standards, policies, and regulations. The University will instruct students to follow these standards, policies, and regulations where necessary.
- F. During the internship, candidates are under the supervision of a university-employed site supervisor and Partner Organization-employed Cooperating Teacher (hereafter referred to as CT) with the appropriate qualifications. At Western, site supervisors are called University Intern Coordinators (hereafter referred to as UICs) or Field Supervisors (hereafter referred to as FS).
- G. The site supervisor will meet the following qualifications:
 1. Compliant with all Partner Organization standards, policies, and regulations.
 2. Experience in the appropriate educational field.
 3. Bachelor's Degree and teacher/administrator certification.
 4. Evidence of accomplished P-12 teaching plus references.
 5. Evidence of successful supervision of interns/certificated staff.
 6. Collaborative team member with cooperating teachers in evaluating the candidate.
 7. Knowledge of current best practices.
 8. Strong communicator.
 9. Able to objectively evaluate and observe candidate on a regular basis throughout the experience.
- H. The site supervisor will be responsible for the following:
 1. Meet with the CT and candidate to review roles, responsibilities, evaluation forms, timeline, and other responsibilities related to the internship.
 2. Discuss assumption of increased responsibility for teaching and planning with CT and candidate to map out initial timeline.
 3. Observe/conference with candidate regularly throughout the internship.
 4. Review candidate teaching plans and long-range planning.
 5. Provide candidate with actionable feedback to enhance their professional practice, identify goals for improvement, and provide resources as needed.
 6. Coordinate completion of mid-term and final evaluations (completed in collaboration with CT).
 7. Keep Western's Office of Field Experiences (hereafter known as OFE) Director immediately informed of any concerns regarding the candidate.
 8. Submit all paperwork to OFE in a timely fashion.
- I. To provide remuneration to the CT who mentors and supervises a candidate during the internship. All such remuneration will be prearranged and delivered directly to the CT. If the candidate does not complete the term, the stipend will be paid proportionately to the extent of services performed during the term.

- J. To provide the CT:
 - 1. No less than 10 continuing education credits (equals 1 higher education credit) for each internship quarter supervised per WAC 181-85-033(4).
 - 2. Professional Development clock hours for completion of the university offered mentor training.
- K. To provide CTs with field experience expectations and materials.
- L. To meet as needed with Partner Organization personnel to plan, evaluate, and modify field experiences.
- M. To provide the Partner Organization with appropriate information about each candidate's academic profile and professional experience and interests prior to internship placement.

3. The Partner Organization Agrees:

- A. To provide classroom resources and related educational information to candidates in field experiences.
- B. To assist/cooperate in the collection of field experience data/research which help the University evaluate its programs and potential success of its candidates.
- C. To ensure that candidates are treated as professionals and follow all standards, policies and regulations by the Partner Organization. It will be the Partner Organization's responsibility to see that candidates are made aware of such rules and regulations.
- D. Candidates will not be used as substitute teachers unless the following conditions are met:
 - 1. Per WAC 180-79A-23 the intern has been issued an Intern Substitute Certificate or Emergency Substitute Certification.
 - 2. Interns have completed the Woodring Certification Office Request to Sub process and obtained permission to sub during the internship from all relevant university personnel.
 - 3. Interns serve as substitute only in the classroom where assigned for the entirety of the internship period.
- E. That the administrator in charge of approving assignment of internship CTs will only approve those who meet the below qualifications, have had mentoring or coaching training (or who are willing to complete the university-provided on-line mentoring module), and who are willing/able to fulfill the responsibilities/duties described below.
- F. The CT will meet the following qualifications:
 - 1. Per WAC 181-78A-236(2) (d-f) internship CTs must be:
 - i. Fully certificated school personnel with a minimum of three years of professional experience in the role they are supervising.
 - ii. Educational leaders who exemplify excellence in teaching by demonstrating a positive impact on student learning (per RCW 28B.10.033(1)(b)(ii) evidence may include having received a 3 or above for both criteria 3 and criteria 6 on their most recent comprehensive performance evaluation).
 - iii. Trained or experienced in mentoring adults (or willing to complete the University-provided internship mentoring module) and culturally responsive teaching and learning.

2. Interest in supervising preservice candidates as part of their responsibility to the profession.
 3. Strong communicator and collaborator who can work as an effective team member with University representatives and Partner Organization administration.
 4. Knowledgeable of exemplary educational practices backed by research.
 5. Committed to spending time with the candidate in planning and evaluation.
 6. Willing to train candidate on all school emergency procedures.
 7. Sensitive to, and appreciative of, all children's exceptionalities and ethnic, cultural, and language diversities.
 8. Sensitive to the needs of a beginning teacher, such as the need to experiment with teaching techniques suggested by University faculty/site supervisor.
- G. During the internship, the CT will be responsible for the following:
1. Become familiar with internship requirements through review of the internship handbook.
 2. If without mentoring/coaching training, complete the university-provided internship mentoring module.
 3. Accept the candidate as a professional colleague.
 4. Introduce the candidate to students as a professional member of the classroom teaching team.
 5. Acquaint the candidate with appropriate school and Partner Organization policies and procedures, school personnel, materials, resources, and programs.
 6. Schedule regular weekly mentoring/coaching time with candidate.
 7. Engage in specific and planned co-teaching activities with the candidate.
 8. Review and provide feedback on candidate's daily and long-range unit/lesson plans.
 9. Participate in evaluating the candidate's progress, in collaboration with site supervisor, through completion of the mid-term and final evaluations.
 10. Contact site supervisor and/or OFE Director as needed to ask questions, address concerns, or receive information related to the intern or internship experience.
 11. Collaborate with candidate and site supervisor in the establishment of a schedule for expanding teaching responsibilities.
 12. 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.
 13. Be prepared to provide time for the candidate to be left in complete charge of the classroom.
 14. Toward the end of the internship, provide candidate with opportunities to observe other classrooms.
- H. The administrator will be responsible for the following:
1. Welcome the candidate to the building and ensure they are cognizant of established school and Partner Organization policies, regulations, and rules.
 2. Observe candidates in their internships one or more times and provide written or verbal feedback.
 3. Assist in the resolution of any problem that may arise and, when necessary and applicable, assist the site supervisor and CT in counseling a candidate.

4. Contact, in advance if possible and appropriate, the OFE director prior to removing any candidate whose performance, attitude, or behavior is clearly inadequate or inappropriate for the situation.
5. Provide support to the candidate, CT, and site supervisor.

4. It is Mutually Agreed That:

- A. The Partner Organization and University will be responsible for jointly assigning practicum and internship candidates, selecting cooperating teachers (CTs), and planning the candidate's program of experience.
- B. There may be certain requirements as a condition of placement, including but not limited to immunizations, drug screening, background checks and fingerprint-based record checks through the Washington State Patrol and the Federal Bureau of Investigation as provided in RCW 28A.410.010, 28A.400.303, RCW 28A.400.322 and RCW 43.43.830-845. The University will facilitate Students obtaining the stated requirements prior to any placement.
- C. The Partner Organization has the right to take immediate temporary action to correct a situation where a Student Intern's actions endanger students or is otherwise in violation of a Partner Organization policy. As soon as possible thereafter, the Partner Organization's Supervisor will notify the University of the action taken. All final resolutions of the student's academic status in such situations will be made solely by the University after reviewing the matter and considering whatever written factual information the Partner Organization provides for the University; however, the Partner Organization reserves the right to terminate the use of its facilities by a particular student based on the Student Intern's violation(s) of Partner Organization policies.
- D. Candidates will be placed in settings where they can be objectively evaluated.
- E. A field experience will not be altered by either party without advanced notice. Alterations include but are not limited to assignment of a new CT or site supervisor, lengthening or shortening the duration of a field experience, assigning a candidate to a different grade level, subject area, and/or school, or Partner Organization hiring a candidate into a professional role prior to program completion. Upon notice of alterations, both parties reserve the right to terminate the field experience.
- F. In assigning candidates to field experiences, it is recognized that it may be desirable for the candidate to work with more than one CT and in more than one field.

5. Worker's Compensation:

The University students shall not be considered employees of the Partner Organization. To the extent permitted under the provisions of Title 51 RCW, the Partner Organization does not assume, and shall not assume, any liability relating to Workers' Compensation for any act of any student performing, receiving training, or traveling pursuant to this Agreement. The University students shall not be entitled to any monetary remuneration for services performed by them in the specific course of training, nor shall the Partner Organization otherwise have any monetary obligation to the University faculty or anyone else by virtue of this Agreement.

6. Liability:

Each Party to this Agreement is responsible for the negligent acts and/or omissions of itself and its own officers, employees, volunteers and agents. Students are not officers, employees, volunteers, or agents of the University. Neither Party is considered an agent of the other and neither Party assumes any responsibility to the other for the consequences of any act or omission of any person or entity not a Party to this Agreement.

7. Insurance:

- a. During the term of this Agreement, each Party shall maintain general liability and professional liability insurance coverage, or equivalent self-insurance, for itself, its officers, employees, volunteers and agents. Evidence of liability coverage shall be provided upon request by either Party.
- b. University agrees to inform Students about their liability insurance coverage options. The Partner Organization may require the Students to provide proof of insurance coverage.

8. Family Educational Rights & Privacy Act - FERPA:

To the extent the Partner Organization generates or maintains educational records related to the University's participating candidate(s), Partner Organization agrees to comply with the Family Educational Rights and Privacy Act (FERPA), to the same extent as such laws and regulations apply to the University and shall only disclose student educational records to the extent authorized by FERPA. For the purposes of this Agreement, pursuant to FERPA, the University hereby designates the Partner Organization as a school official with a legitimate educational interest in the educational records of the participating candidate(s) to the extent that access to the University records is required by the Partner Organization to carry out the field experiences under this Agreement.

Each party will notify the other party as soon as practicable of a breach resulting in an actual or reasonably suspected theft, loss or unauthorized disclosure of student educational records pursuant to the activities of this Agreement.

9. Equal Opportunity/Nondiscrimination:

Discrimination on the basis of race, color, religion, national origin, sex, age, veteran status, and disability is prohibited by federal statute. In addition, Washington State law prohibits discrimination based on marital status, immigration and citizenship status, creed, sexual orientation, gender identity and expression, and the use of a trained guide dog or service animal by a disabled person. University policy likewise prohibits discrimination based on these protected characteristics. The University is committed to providing equal employment opportunity and prohibiting illegal discrimination in the recruitment and admission of students, the employment of faculty and staff and the operation of University programs, activities and services.

During the term of this Contract, Partner Organization, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Partner Organization, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Partner Organization, or subcontractor, has a collective bargaining or other agreement.

10. Violation:

Any Partner Organization who is in violation of this equal opportunity and nondiscrimination clause shall be barred from contracting with the University unless a satisfactory showing is made that discrimination practices have terminated and that a recurrence of such acts is unlikely. Any violation of this provision shall be considered a material violation of this

Agreement and shall be grounds for cancellation or suspension, in whole or in part, of this Agreement by the University.

11. Affirmative Action:

The University develops and implements an effective and defensible affirmative action compliance program for individuals with disabilities and protected veterans.

Any Partner Organization who also contracts with the federal government will comply with the affirmative action requirement as mandated by the U.S Department of Labor.

12. Sexual Harassment:

University policy prohibits sexual harassment. Sexual harassment is a form of sex discrimination prohibited by federal and state laws. When the University becomes aware of allegations of sexual harassment, it must investigate those allegations, stop the harassment if it is found to exist, and take measures to ensure a working and learning environment that is free of sexual harassment.

Acts of sexual harassment by the Partner Organization's personnel or agents may result in actions by the University to suspend the contract until such time as acts are remedied or to terminate the contract.

13. Status of the Agreement:

It is expressly understood and agreed that this Agreement is not intended and shall not be construed to create any relationship of agent, servant, employee, partnership, joint venture or association between the University and the Host Site but is rather an Agreement by and between independent contractors, these being the University and the Host Site. The Host Site and the University will conduct an annual review of the field work program and policies.

14. Force Majeure:

The obligations of the parties shall be suspended and excused if the performance of either is prevented or delayed by acts of nature, earthquakes, fire, flood, or the elements, pandemic, epidemic or similar communicable disease outbreak, malicious mischief, insurrection, riots, strikes, lockouts, boycotts, picketing, labor disturbances, war, compliance with any directive, order or regulation of any governmental authority or representative thereof made under claim or color of authority; loss or shortage of any part of the Contractor's own or customary transportation or delivery facilities, or for any reason beyond the control of the Contractor or University whether or not similar to the foregoing.

15. Governing Law:

This contract shall be governed in all respects by the law and statutes of the State of Washington. The venue for any action hereunder shall be in the Superior Court for Whatcom County, Washington.

16. Whole Agreement:

This Agreement is the complete and exclusive statement of the Agreement between the parties relevant to the purpose described above and supersedes all prior agreements or proposals, oral or written, and all other communications between the parties related to the subject matter of

this Agreement. No modification of this Agreement will be binding on either party except as a written addendum signed by an authorized agent of both parties.

The Partner Organization and the University hereby agree to all provisions of this Agreement:

FOR THE PARTNER ORGANIZATION:
SUMNER SCHOOL DISTRICT



DATE

6/23/25

FOR THE UNIVERSITY:
WESTERN WASHINGTON UNIVERSITY

Signed by:

Brad Johnson

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Brad Johnson

Provost and Executive Vice President

7/24/2026 | 10:31 AM PDT

DATE