

SOUTHWESTERN CHRISTIAN UNIVERSITY TEACHER EDUCATION PROGRAM PARTNER SCHOOL AGREEMENT

1. This Partner School Agreement is made between Southwestern Christian University’s School of Education and Sport Studies, Department of Education, and its Partner School.
2. It is the desire of the University to utilize resources of the Partner School for teacher candidates enrolled in education courses involving clinical experiences and/or clinical internship, and the Partner School has such facilities and is willing to cooperate with the University in making them available for educational purposes.
	1. The University and the Partner School jointly agree:
		1. The Partner School and the University cooperate in the placement of teacher candidates. The Partner School has no obligation to work with teacher candidates who are initially considered to be, or are later found to be, unsuited to the Partner School clinical experience and/or student teaching assignment.
		2. Access to teacher candidate records shall be governed by the Family Educational Rights and Privacy Act, 20 U.S.C.S. 1232 G, commonly known as the “Buckley Amendment.”
		3. No party to this agreement shall, in connection with any aspect of its performance, discriminate against any person by reason of race, color, gender, age, religion, disability, veteran’s status, or national or ethnic origin.
		4. It is mutually agreed that neither party has any financial obligation to compensate the other for performance under this Agreement. Compensation cannot be provided to teacher candidates for clinical experience and/or the clinical internship assignment. Clinical interns may not be utilized as substitute teachers during their assignment.
		5. The University and the Partner School agree to prohibit teacher candidates, faculty, or staff from publishing any confidential materials of the Partner School as a direct result of the clinical experience and/or clinical internship experience in the Partner School, unless such publication is approved for release, in writing, by the Partner School and the University.
	2. Responsibility of the University:
		1. The University will designate a University liaison to work with the Partner School who will coordinate the placement of teacher candidates.
		2. The University will communicate with the Partner School, prior to the placement of teacher candidates, to review the purpose, provisions, and responsibilities involved in the clinical experience and/or clinical internship assignments.
		3. Teacher Education Director will provide the assignments, training activities, and assessment tools for teacher candidates. Successful completion of these items is necessary for teacher certification.
		4. The University is responsible for monitoring the learning experiences of the teacher candidate. Each Partner School will be assigned a university supervisor to provide support and facilitate communications between the Partner School and the University. Each clinical intern will be assigned a supervisor to observe and evaluate performance.
		5. When circumstances beyond the control of the University or Partner School indicate the teacher candidate must be withdrawn, or if the Partner School is unable to meet the conditions of the agreement, the University has the responsibility to withdraw the teacher candidate from the Partner School. This action would be taken only in consultation with the Coordinator of Clinical internship and the Director of Educator Preparation.
		6. The University agrees not to use the Partner School’s name in any publications or advertising, except in University catalogues, bulletins, University accreditation reports and teacher candidate recruitment materials, without prior written Partner School approval.
		7. The following clauses are applicable to this agreement:
			1. The University will provide each clinical experience and/or clinical internship candidate in the Partner School with the current University policies, guidelines, and required practices.
			2. The University will provide the Partner School with current information on dates of clinical experience and/or clinical internship assignments and the nature of the educational assignment necessary for each teacher candidate.
			3. The University will provide training for Partner School administrators and mentor teachers (“co-teachers”) of clinical experience and/or clinical internship candidates. These programs are planned to promote understanding of the curriculum of the university, to encourage communication and interaction, and to develop competence in clinical practice and/or clinical internship. Training sessions will be delivered at the Partner School by the University lead supervisor and/or through digital or online tutorials.
			4. The University will permit its faculty to participate as resource persons at Partner School activities on invitation from the Partner School and with the approval of the University.
	3. Responsibilities of the Partner School
		1. The Partner School will allow the University to use its facilities for a clinical experience and/or clinical internship assignment for teacher candidates enrolled at the University.
		2. The Partner School will be responsible for the supervision of the teacher candidate’s activities within the Partner School. The Partner School will collaborate with the University in determining a mentor teacher (“co-teacher”) with a minimum of three years teaching experience in the teacher candidates’ certification area to instruct and to supervise the teacher candidate. Beginning fall 2015 clinical interns will only be placed with Partner School mentors who have completed the University’s co-teaching training (available in person and/or online) and who have demonstrated willingness and success in collaborating with colleagues.
		3. The Partner School will provide adequate work resources that enable the teacher candidate to function effectively. The Partner School is responsible for providing adequate provision for safeguarding confidential materials.
		4. The Partner School will provide teacher candidates an initial orientation to the Partner School and appropriate learning experiences.
		5. The Partner School will be responsible for prompt submission of reports that adequately describe the teacher candidate’s performance, as required by the University.
		6. The Partner School will communicate immediately with the Department of Education Chair of any concern regarding a teacher candidate's performance.
		7. The Partner School will consult with the Department of Education Chair if specific circumstances arise which require the Partner School to ask that the teacher candidate be withdrawn from the clinical experience and/or clinical internship assignment during the school year.
		8. The Partner School will agree to arrange teacher candidate schedules that will not conflict with course responsibilities of the University.
		9. The Partner School agrees to permit, upon reasonable request, the visitation of Partner School facilities by the University and by those agencies charged with the accreditation of the University.
		10. The Partner School agrees to provide each teacher candidate in the Partner School all Partner School policies, rules, regulations, and expectations which are pertinent to the teacher candidate's role in the assignment.
		11. The Partner School will provide adequate time for the clinical experience and/or clinical internship mentor teacher (“coteacher”) to hold individual conferences with the teacher candidate as needed.
		12. The Partner School will provide time for the clinical experience and/or clinical internship mentor teacher (“co-teacher”) to attend meetings mutually agreed upon between the Partner School and the University.

Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Partner School Administrator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCU Department of Education, Chair Date