

Student Teaching and Clinical Experiences Affiliation Agreement

Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920

This affiliation agreement made on 4/22/2025 (date) is by and between the Board of Trustees of Eastern Illinois University, hereafter referred to as "University" and the governing body of Minooka Community HS District 111 (district name and number/private school or other educational organization name), Minooka, Grundy County, IL (city, county, state), hereafter referred to as "Site".

It is mutually agreed by and between the parties as follows:

Part A - Student Teaching:

- 1) When agreeing to host a student teacher, the Site will provide a cooperating teacher who has completed a minimum of 3 years teaching, who is properly licensed to teach and is teaching the grade and content area in which the student teacher is seeking licensure, and has received a performance rating of proficient or above in his/her most recent evaluation.*
- 2) The Site will ensure that each cooperating teacher will provide assistance with planning, teaching, evaluating, and mentoring each student teacher assigned to them.*
- 3) The University will provide an assigned coordinator who will visit on a regular basis to participate in the supervision of the student teacher, and incorporate the cooperating teacher's ratings and feedback in preparing the final evaluation of the student teacher.*
- 4) The University will provide handbooks which describe the roles and responsibilities of cooperating teachers, coordinators, and student teachers.*
- 5) The University will respond to all problems, inquiries, and other situations in a prompt manner.*
- 6) The University will inform each student teacher that s/he is required to follow the Site's calendar during student teaching and meet district requirements regarding fingerprint-based criminal history checks, TB tests, health physicals, and mandated reporter training.*
- 7) Should any situation arise that may threaten a student's successful completion of his/her student teaching, the University and Site will discuss and attempt to reach mutual agreement regarding remediation and options for completing or cancelling the placement. The final decision regarding termination of a student teacher's placement resides with the Site.*

Part B - Pre-student Teaching Clinical Experiences

- 1) Where possible the Site agrees to host teacher education candidates completing early field experiences and practica.*
- 2) The Site will ensure that each cooperating teacher is properly licensed and will provide opportunities for the teacher education candidate to participate in classroom and school activities.*

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- 3) The Site will ensure that each cooperating teacher will assist the candidates in completing logs and/or evaluations as provided.
- 4) The University will ensure that teacher education candidates have met necessary pre-requisites regarding fingerprint-based criminal history check before reporting to the building.
- 5) The University will notify Site of any teacher education candidates scheduled to visit their schools.
- 6) The University will advise students of their responsibilities including but not limited to:
 - a. Reporting promptly to the assigned site pursuant to arrangements
 - b. Adherence to University Standards of Conduct and conduct expected of one visiting PK-12 schools.
 - c. Adhering to Site policies, expectations, and conduct standards.

Part C - General Provisions

- 1) The University and Site agree to comply with all applicable federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. University and Site shall not engage in unlawful discrimination or harassment against any person because of race, color, ancestry, nation, religion, pregnancy, sexual orientation, order of protection, gender identity and expression, age, marital status, disability, genetic information, unfavorable military discharge, status as a veteran, or gender identity. The Site agrees to cooperate with any University investigation and/or complete its own review and provide the University with a written outcome of its appropriate review and handling of any complaints of discrimination or harassment made by participating students arising out of this agreement.
- 2) The University and Site acknowledge that certain information about University's students is contained in records maintained by University and/or Site and that this information is confidential by reason of University policy and the Family and Educational Rights and Privacy Act (FERPA) of 1974, 20 USC 1212(g). Both parties agree to protect these records in accordance with FERPA and University policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.
- 3) This agreement shall be governed and construed under the laws of Illinois.
- 4) This agreement may be amended or revised from time to time by mutual agreement of the parties hereto. Such amendments and/or revisions shall be in the form of an amendment to this agreement. The procedure for approval of such amendments shall be in accordance with the procedure used in approving the original agreement.
- 5) Upon termination of this contract any student currently participating in his/her student teaching or clinical experience at the Site will be allowed to complete his/her experience.
- 6) The agreement is effective from the date of execution to June 30, 2030. This agreement may be terminated by either party giving 90 days prior written notice to the other or may be terminated at any time by written mutual agreement of the parties.

7) All notices required herein shall be in writing and sent via registered or certified mail return receipt requested or by overnight courier service to the persons listed below and are effective upon receipt

a. Notices to Site shall be sent to (include full mailing address and email address)

Mailing: Dr. Phil Pakowski, Director of Curriculum & Instruction

Minooka Community HS District 111 201 S. Wabena, Minooka, IL. 60447

Email: ppakowski@mchs.net

b. Notices to University shall be sent to: Dean of the College of Education, Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920

In witness thereof, the parties hereto have executed this agreement.

Site Name

Minooka Community HS District 111

Board of Trustees of Eastern Illinois University

BY:

BY:

Dr. Phil Pakowski, Director of Curriculum & Instruction

Name and Title (Print)

Dean, College of Education


Signature

Vice President, Academic Affairs

4/22/2025

Date

Vice President, Business Affairs

Date