

Memorandum and Third-Party Agreement
by and between
UNIVERSITY OF NORTH TEXAS
on behalf of its Office of International Student and Scholar Services
and
DENTON INDEPENDENT SCHOOL DISTRICT

THIS MEMORANDUM OF AGREEMENT (“AGREEMENT”) is entered into by and between the University of North Texas, on behalf of its Office of International Student and Scholar Services (“UNT”) and the Denton Independent School District (“DISD”).

WHEREAS, UNT and DISD (the “Parties”) agree that it will be mutually beneficial for the UNT to facilitate international student internships in collaboration with DISD. The Parties agree to provide services and support to the eligible student interns, and cooperatively provide field instruction to these interns.

NOW THEREFORE, the parties agree as follows:

- I. Duration of Agreement: This agreement becomes effective on the date signed below and remains in force for a period of three (3) years. Amendments must be in writing and signed by both Parties. Either Party may terminate this agreement with 30 days advance written notice to the other Party, provided that students who have begun a placement will be allowed to finish the placement unless both Parties agree otherwise.

- II. UNT’s Role:
 1. Consider the needs and recommendations of DISD in all matters concerning its field instruction program;
 2. Work with students to prepare a learning agreement that will give structure to the field experience by listing goals for student educational outcomes and field learning experiences;
 3. Ensure that DISD is sufficiently educated on the goals, objectives, and regulations of the Exchange Visitor Program, as set forth by the U.S. Department of State, as well as the additional terms and conditions governing the Exchange Visitor Program administration that the Department may from time to time impose;
 4. Review and accept where appropriate the DISD’S recommendations for DISD’S staff members to serve as mentor teachers of students who have been placed at DISD;
 5. Administer the field instruction program, including decisions which affect the progress of the international student, such as grades, credits, and field instruction hours in the program;
 6. Determine students eligible for internships with DISD and forward a list of student(s) to DISD for proposed field instruction placement at DISD;

7. Provide DISD pertinent written information concerning student(s) selected for placement at DISD and final decisions regarding placement;
8. Provide consultation to DISD, mentor teachers and other appropriate staff of DISD regarding the general development of its field instruction program;
9. Designate a faculty member to be Faculty Field Liaison to DISD in matters pertaining to field instruction. This Faculty Field Liaison will:
 - i. Serve as principal liaison between UNT and DISD including appropriate communication with UNT's Global Training Initiative Director;
 - ii. Make periodic visits to DISD to assess the practicum setting, review student progress and consult with the Field Instructors on learning patterns or problems;
 - iii. Be available to the mentor teachers for immediate consultation when requested; and
 - iv. Share with the mentor teachers knowledge of the educational program of UNT and pertinent information about the student's progress in other areas of the curriculum.
10. Provide opportunities for professional development of the mentor teachers and other appropriate members of the DISD'S staff through meetings, institutes, and/or seminars;
11. Provide professional student liability coverage (\$1,000,000/\$3,000,000); and
12. Pay all necessary expenses to provide for appropriate or reasonable accommodations for disabled students.

III. DISD's Role:

1. Accept students for placement in DISD, the exact number to be decided annually by DISD and UNT;
2. Provide a work/learning environment for students that is without discrimination based on race, color, national origin, age, sex, religion, disability, veteran status, sexual orientation or marital status;
3. Adhere to all regulations set forth under the Exchange Visitor Program, as set forth by the U.S. Department of State, regarding a student internship program, as well as all additional terms and conditions governing the Exchange Visitor Program administration. Provide educationally sound field placements for students;
4. Provide UNT with a written description of the placement (the function and purpose of the position), including the learning opportunities anticipated, in order to help students and UNT match students to placements;


5. Provide students with opportunities to participate in the overall DISD program and activities as appropriate to educational needs, educational preparation and practice competency;
6. Provide opportunities to reinforce learning from all areas of UNT curriculum, when feasible;
7. Provide well-qualified mentor teachers (subject to approval by UNT);
8. Assure that each mentor teacher has adequate time within his/her work schedule to:
 - i. Meet the educational needs of the student, including: orientation to the DISD and its services, development of learning opportunities which include depth and variety, and preparation for at least weekly conferences with each student;
 - ii. Meet with the Faculty Field Coordinator at periodic intervals to discuss learning opportunities and student performance;
 - iii. Attend appropriate UNT-sponsored meetings, institutes, and seminars; and
 - iv. Prepare reports and evaluations as required by UNT, including a comprehensive evaluation of each student's performance at the end of that student's placement with DISD;
9. Provide opportunities for planned student contact with DISD'S staff members, in addition to the Field Instructor(s), through whom appropriate learning opportunities can be provided;
10. Provide students with:
 - i. Sufficient work space, including a desk for each student in an area sufficiently private for carrying on her/his independent work and activity;
 - ii. Convenient access to a telephone;
 - iii. Office supplies, as needed, in the performance of responsibilities;
 - iv. Clerical service for those records and reports which the student is expected to produce for DISD; and
 - v. Access to client and DISD'S records appropriate to the student's learning experience;
11. Provide adequate parking for students during duty periods, and, when resources allow, provide either transportation or reimbursement of approved travel if students must travel on behalf of clients;
12. Supervise and assume responsibility for the students' work at DISD; and

13. Provide a safe work/learning environment for students, including first aid and emergency medical care and referral to an appropriate health care provider if needed.

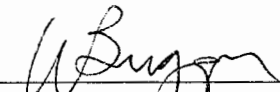
IV. TERMS AND CONDITIONS:

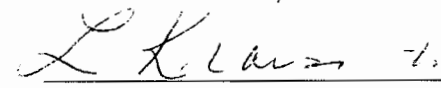
The undersigned signatories each represents that he or she is duly authorized to execute this Agreement on behalf of his or her respective Party.

DENTON INDEPENDENT SCHOOL DISTRICT

By: 
Name: Jamie Wilson
Title: Superintendent of Schools
Date: 12/20/2012

UNIVERSITY OF NORTH TEXAS

By: 
Dr. Warren W. Berggren, Provost and
Vice President for Academic Affairs
Date: 12/20/12

By: 
Dr. Lisbeth Dixon-Krauss, Associate
Dean for Teacher Education and Faculty
Field Liaison