

MEMORANDUM AND THIRD-PARTY AGREEMENT
by and between
UNIVERSITY OF NORTH TEXAS
and
DENTON INDEPENDENT SCHOOL DISTRICT

This Memorandum and Third-Party Agreement (“Agreement”) is entered into by and between the University of North Texas (“UNT”) and the Denton Independent School District (“DISD”).

WHEREAS, UNT (“the Program Sponsor”) and DISD (“the Third Party and Host Organization”) (together “the Parties”) execute this written agreement for the purpose of allowing DISD to act on behalf of UNT in the conduct of UNT’s exchange visitor program;

WHEREAS, UNT and DISD agree that it is mutually beneficial for UNT to facilitate international student internships in collaboration with DISD;

WHEREAS, the Parties agree to provide services and support to the eligible student interns, and cooperatively provide field instruction to these interns; and

WHEREAS, this Agreement supports the UNT Mission and DISD Mission;
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. Ensure that DISD is 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 U.S. Department of State may from time to time impose;
 2. Ensure UNT abides by the U.S. Department of State’s Exchange Visitor Program regulations for Program Sponsors, including those involving a Third Party and Host Organization as well as notifying students that each student is responsible for obtaining health insurance for the duration of the program that meets U.S. federal government requirements;
 3. Consider the needs and recommendations of DISD in all matters concerning its field instruction program;
 4. Work with students to prepare a learning plan that provides structure to the field experience by listing goals for student educational outcomes and field learning experiences;
 5. Review and accept where appropriate DISD’s recommendations for DISD’s staff members to serve as mentor teachers of students who have been placed at DISD;

6. 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;
7. Determine students eligible for internships with DISD and forward a list of student(s) to DISD for proposed field instruction placement at DISD;
8. Provide DISD pertinent written information concerning student(s) selected for placement at DISD and final decisions regarding placement;
9. Provide consultation to DISD, mentor teachers and other appropriate staff of DISD regarding the general development of its field instruction program;
10. 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 serving as a liaison with UNT's Office of International Student and Scholar Services ("ISSS") to ensure ISSS is updated on the status of the student interns; receives completed evaluations of the students from their DISD supervisors before their return home; and receives all documentation needed to issue DS-2019s. ;
 - 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. Provide the mentor teachers knowledge of UNT's educational program and pertinent information about the student's progress in other areas of the curriculum.
11. Provide professional development opportunities for the DISD mentor teachers and other appropriate DISD staff members, such as meetings, institutes, and/or seminars;
12. Pay all necessary expenses to provide for appropriate or reasonable accommodations for disabled students.
13. To the extent that UNT will come into possession of student records and information, and to the extent that UNT will be involved in the survey, analysis, or evaluation of students, incidental to this Agreement, UNT agrees to comply with all applicable requirements of the Family Educational Rights and Privacy Act (FERPA).

III. DISD's Role:

1. 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, including those regarding a Third Party and Host Organization;
2. Accept students for placement in DISD, the exact number will be decided annually by DISD and UNT;

3. 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;
4. Provide educationally sound field placements for students;
5. 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;
6. Provide students with opportunities to participate in the overall DISD program and activities as appropriate to educational needs, educational preparation and practice competency;
7. Provide opportunities to reinforce learning from all areas of UNT curriculum, when feasible;
8. Provide well-qualified mentor teachers (subject to approval by UNT);
9. 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 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 Liaison 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;
10. 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;
11. 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

IV. TERMS AND CONDITIONS:

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

DENTON INDEPENDENT SCHOOL DISTRICT

By: _____
Barbara Burns, President
Board of Trustees

Date: _____


By: _____
James K. Wilson, III
Superintendent of Schools

Date: _____

ATTEST:


Jim Alexander, Ph.D., Secretary


UNIVERSITY OF NORTH TEXAS

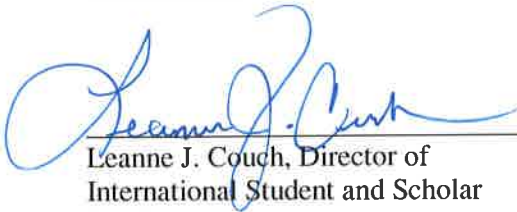
By: 
O. Finley Graves, Provost and
Vice President for Academic Affairs

Date: 1/30/17

Acknowledged By:


Bertina Combes, Interim Dean of the
College of Education


Lisbeth Dixon-Krauss, Associate Dean
for Educator Preparation and Faculty
Field Liaison


Leanne J. Couch, Director of
International Student and Scholar
Services