



Mississippi State  
UNIVERSITY

OFFICE OF CLINICAL/FIELD-BASED INSTRUCTION AND LICENSURE  
College of Education

Box 9710  
Mississippi State, MS 39762

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August 1, 2008

RECEIVED  
AUG 07 2008  
SUPERINTENDENT  
TUPELO PUBLIC SCHOOLS

Randy D. McCoy, Superintendent  
Tupelo Public School District  
P.O. Box 557  
Tupelo, MS 38802

Dear Dr. McCoy:

Our national accrediting agency, NCATE, requires that we have written agreements with all school districts providing field experiences for our students. Enclosed please find a revised and updated Agreement with Mississippi State University concerning practica, student teaching, and other internships. Please read the Agreement, and if it is acceptable, return a signed copy to our office at your earliest convenience in the stamped, self-addressed envelope.

On behalf of the College of Education, I would like to thank you for your continued assistance and support in our collaborative efforts to provide high quality field experiences for our university students.

Sincerely,

*Teresa Jayroe*

Teresa Jayroe, Director  
Clinical/Field-Based Instruction and Licensure

Enclosures

AGREEMENT FOR FIELD PLACEMENTS  
BETWEEN TUPELO PUBLIC SCHOOL DISTRICT  
AND  
MISSISSIPPI STATE UNIVERSITY, COLLEGE OF EDUCATION

This AGREEMENT is entered into by and between Mississippi State University (hereafter referred to as the University) and Tupelo Public School District (hereafter referred to as the District).

WHEREAS, the University and the District hereby enter into an Agreement for cooperative pursuit of their respective goals and,

WHEREAS, it is the desire of the University to utilize the school district for practica, student teaching, and internships (hereafter referred to as field experience) of the University and,

WHEREAS, the District has field sites and is desirous of cooperating with the University in making them available for educational purposes and for the benefit of the District's teachers and students,

NOW, THEREFORE, in consideration of the mutual benefits the parties agree to the following.

THE UNIVERSITY AND DISTRICT JOINTLY AGREE:

1. The University and the District will cooperate in the placement of students. The District has no obligation to accept students when there is no appropriate placement or to work with students who are considered to be, or are later found to be, unsuited for placement in practica, student teaching, and/or internships in the District.
2. No party to this agreement shall, in connection with placement or performance, discriminate against any person on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.
3. The University and the District share responsibility for supporting students in their attainment of objectives and in evaluation of student achievement.
4. The terms of this agreement shall apply for 2008 through 2014.
5. The parties may revise or modify this agreement by written amendments. Either party reserves the right to terminate this agreement with thirty days notice.

6. This agreement does not preclude the development of agreements needed for specific courses, contracts, or collaborative research, service, or development projects.

#### RESPONSIBILITIES OF THE UNIVERSITY:

1. The University will make a written request and/or confer with the District prior to the placement of any student or in order to establish or to review the purpose, provisions, and responsibilities involved with a field experience.
2. The University will provide District personnel with dates of field experience placement, hours of work, and the nature of the educational assignment necessary for each student.
3. The University will provide District personnel with an Internship in Teaching Handbook and with current guidelines and requirements for other field-based instructional experiences or courses.
4. The University will appoint a university liaison or supervisor for each student completing a field experience.
5. When circumstances beyond the control of the University or District indicate the student must be withdrawn, the University has the responsibility to withdraw the student from the District. This action would be taken only in consultation with the Director of Clinical-Field-Based Instruction, or, when appropriate, District and University personnel.
6. The University may provide group meetings and workshops for District personnel to promote communication, problem solving, collaborative design and implementation of field experience programs, and to develop competence in the supervision of field-based instruction. Requests for such meetings or workshops may be made by the University or District.
7. The University may provide specialized training for personnel involved in the supervision of University students. Such training will be provided free of cost to districts providing field experiences for University students.


#### RESPONSIBILITIES OF THE DISTRICT:

1. District personnel will be responsible for the direct supervision of the student's activities while the student is on District premises for the purposes of the field experience.
2. District personnel agree to provide the University student with all policies, rules, regulations, and expectations which are pertinent to the University student's role in each field experience.

3. District personnel responsible for the supervision of University students will maintain records and reports on student performance and provide an evaluation to the University on the forms or in the format provided by the University.
4. The District will provide adequate time for the school supervisor to hold conferences with the University student, participate in conferences with the University supervisors, and to attend collaborative planning or instructional meetings.
5. The District will communicate any concern regarding the student's performance to the university supervisor. If the issue cannot be resolved at this level, the District will immediately contact the Director of Clinical/Field-Based Instruction.
6. The District will consult with the Director of Clinical/Field-Based Instruction if specific circumstances arise which require the District to ask that the University student be withdrawn from the field experience during the school year. The University may also request a change of placement or removal of a student from the field experience.

Contact Person for Mississippi State University: Dr. Teresa Jayroe, Director of Clinical/Field-Based Instruction and Licensure, College of Education, Box 9710, Mississippi State, MS 39762, phone: 662-325-2206, email: [ocfbi@colled.msstate.edu](mailto:ocfbi@colled.msstate.edu).

APPROVED:

  
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Dean, College of Education  
Mississippi State University

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent or  
Designated Representative

\_\_\_\_\_  
Date