

MEMORANDUM OF AGREEMENT
by and between
UNIVERSITY OF NORTH TEXAS
and
INDEPENDENT SCHOOL DISTRICT

This Field Placement Agreement (“Agreement”) is entered into this day of , 20 , (“Effective Date”) by and between the University of North Texas (“UNT”), on behalf of its College of Education, and (“School District”) for the purpose of establishing or continuing a clinical practice school site.

WHEREAS, the Parties to this Agreement are part of a collaboration between UNT and affiliated school districts committed to advancing the learning of EC-12 students, teacher candidates, and practicing educators, and to improving public education through collaborative research and development;

WHEREAS, the Parties to this Agreement believe that school districts and universities benefit when expertise and resources are shared in collaborative partnership to advance both shared missions and unique characteristics in service of continuous improvement of educator preparation; and

WHEREAS, this Agreement is intended and shall be interpreted to meet the statutory requirements for educator preparation programs adopted by the State Board of Education Certification.

THEREFORE, the Parties mutually agree on the following:

I. Term and Termination

1. The term of this Agreement is three (3) years, beginning upon the Effective Date of this Agreement.
2. This Agreement may be terminated upon thirty (30) days written notice by either party, provided that all teacher candidates in the clinical practice placement at the time of notice of termination is given, shall be permitted to finish their clinical practice placement in accordance with the terms and conditions of this Agreement until completed.
3. This Agreement may be amended by either party upon notice to the other, which must be reduced to writing and signed by both parties.

II. UNT Obligations

UNT will:

1. Provide Clinical Teaching Handbook(s) (“Handbook”) for each semester of the clinical practice that explains the program for teacher candidates, expectations of UNT and School District personnel who work with teacher candidates, and UNT contact information.
 2. Provide a Director of Clinical Experiences (“Director”) who provides oversight and coordination of all required clinical practice experiences associated with teacher education courses. Director responsibilities include coordination with School District administrators, cooperating/mentor teachers, UNT faculty, and UNT field supervisors to secure clinical practice placements, develop clinical practice materials and assessments, and train UNT supervisors and cooperating/mentor teachers.
- I. Provide an orientation for UNT faculty, staff, field supervisors and site coordinators who serve in supervisory positions. The orientation will provide an overview of the clinical practice programs and the responsibilities of participants.
- II. Designate site coordinators for teacher candidates who are placed in cadres. Site coordinators serve as intermediaries between the Director and UNT field supervisors. Their duties may include conducting seminars for teacher candidates, UNT field supervisors, and cooperating/mentor teachers. This designation will occur in advance of the start of the cadre, if possible.
3. Provide clear expectations in a timely manner regarding schedules, assignments, and assessments.
 4. Assign UNT faculty and staff who will support teacher candidates and cooperating teachers throughout the course of the clinical practice placement. UNT will also provide cooperating/mentor teacher training at the beginning of the semester.
 5. Work to ensure that practices and policies increase the capacity of teacher candidates to work effectively with diverse learners and their families.
 8. Pursuant to Section 22.0835 of the Texas Education Code, UNT will require each teacher candidate to complete a criminal history background check from the Texas Department of Public Safety. Upon request by the School District, UNT will confirm that each teacher candidate has complied with the criminal history records requirement under Texas Education Code 22.0835.

The terms of this Agreement do not prohibit UNT from supervising a teacher candidate or clinical teacher from another university.

III. School District:

School District will:

1. Provide placement opportunities in linguistically and socio-economically diverse communities and populations.
2. Not recruit teacher candidates or clinical teachers away from the program as teachers of record prior to their completion of the full teacher education program.
3. Designate cooperating teachers who are qualified and willing to mentor teacher candidates. Cooperating teachers will be in compliance with all applicable national and state accreditation requirements.
4. Provide information about clinical practice placements in school or district-wide communications, including newsletters, list-serves, and meetings.
5. The School District will assist UNT in the assessment and feedback of the clinical practice program by completing assessment forms provided by UNT in a timely manner.

A public school campus may accept a teacher candidate from a university other than UNT. Notwithstanding the preceding sentence, School District must adhere to the terms of this Agreement, regardless of the presence of another university's teacher candidate on a campus.

IV. Miscellaneous

1. UNT teacher candidates are held to the Code of Ethics and Standard Practices for Texas Educators as printed in the Handbook. Teacher candidates shall comply with state regulations, written local school board policies, and other applicable state and federal laws.
2. The School District will promptly notify UNT in writing of any teacher candidate conduct that may violate the policies of UNT, the School District or the Code of Ethics and Standard Practices for Texas Educators. In the event a teacher candidate is to be suspended or dismissed from any placement, the School District will follow the Procedures for Suspension and Termination in the UNT Clinical Practice Handbook and consult with UNT before finalizing such action, unless immediate removal is required by law or to protect the health and safety of minors.
3. Each party agrees to hold student information, including any personally identifiable student information or education records as those terms are defined under federal law ("Confidential Data") in strict confidence and warrants to the other party that it will use reasonable industry practices to establish and maintain adequate procedures to ensure the confidentiality and privacy of such

Confidential Data from unauthorized use or disclosure in violation of FERPA and not to use or disclose Confidential Data except as permitted or required by this Agreement, as required by law, or as otherwise authorized by the other party in writing. Each party further agrees not to use Confidential Data for any purpose other than the purpose for which the disclosure to the party was made. Each party shall continue to maintain the confidentiality and privacy of the Confidential Data after termination, expiration or other conclusion of this Agreement.

4. Nothing herein shall be deemed to create any association, partnership, joint venture, joint enterprise, or agency relationship between the Parties. In providing the foregoing services, the parties shall act as independent contractors.
5. The failure of either party to enforce any provision, to exercise any available remedy, or to demand the prompt performance of any obligation under this Agreement shall not be construed as a waiver or limitation of any right or remedy.
6. This Agreement and the rights and duties hereunder shall not be assigned by either party without the express written consent of the other party.
7. This writing constitutes the entire Agreement by the Parties. No later modification of this Agreement shall have force or effect unless set forth in writing and executed by authorized representatives of both Parties.
8. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this Agreement to be effective as of the Effective Date.

UNIVERSITY OF NORTH TEXAS

By: _____

Provost

Date: _____

Name of School District

By: _____

Name

Title

Date: