

## CAEP Evidence 2.1.1 Memorandum of Agreement

### COASTAL CAROLINA UNIVERSITY COLLEGE OF EDUCATION MEMORANDUM OF AGREEMENT FOR CLINICAL EDUCATION

This Memorandum of Agreement (“**Agreement**”), dated August 1, 2018 is between Coastal Carolina University Spadoni College of Education (“**SCOE**”) and Georgetown County School District.

**WHEREAS**, Georgetown County School District operates schools located in the Georgetown, SC area and provides education for PK-12 students;

**WHEREAS**, SCOE offers educator preparation programs at the bachelor, masters, specialist, and doctoral levels for undergraduate and graduate education candidates;

**WHEREAS**, SCOE and Georgetown County School District desire to establish a mutually beneficial partnership;

**NOW, THEREFORE**, in consideration of the mutual promises herein, SCOE and Georgetown County School District agree that the clinical experiences shall be covered by and subject to the following terms and conditions:

#### ARTICLE I. PURPOSE AND SCOPE

**1.1** The goal of this Agreement is to enhance professional practice through a mutually beneficial collaboration as defined by the following objectives:

- a.** Establish and implement clinical experiences using Georgetown County School District’s facilities, qualified personnel, and PK-12 students.
- b.** Utilize co-teaching, mentoring, and modeling to enhance the positive impact Candidates and practicing school professionals have on PK-12 student learning;
- c.** Collect, analyze, and disseminate data that informs decisions related to the improvement of programs, Candidates, and program completers; and
- d.** Work cooperatively to co-design high-quality clinical experiences that are implemented by co-selected and highly qualified Clinical Educators.
- e.** “**Clinical Experiences**” are structured to have multiple performance-based assessments at key points within the program to demonstrate Candidates’ development of the knowledge, skills, and professional dispositions that are associated with a positive impact on the learning and development of all PK-12 students.

**1.2** This document represents the complete Agreement between SCOE and Georgetown County School District, but individual schools with the Georgetown County School District may detail a more specific agreement with SCOE that reflects the individual school’s practices and needs. These agreements shall:

- a.** Be negotiated between the individual school and SCOE;

- b. Be put in writing;
- c. Signed and approved by the individual school and SCOE; and
- d. Appear as an "Addendum" attached to this Agreement.

## ARTICLE II. DEFINITIONS

- 2.1 "Candidates"** are SCOE students preparing for professional education positions.
- 2.2 "Course Instructor"** is the SCOE faculty member who teaches a SCOE course that places a Candidate (bachelor, masters, specialist, or doctoral) in a school for a clinical experience placement.
- 2.3 "Partnership"** is a mutually beneficial agreement among various partners in which all participating members engage in and contribute to goals for the preparation of education professionals.
- 2.4 "PK-12 Clinical Educator"** is the PK-12-school-based individual who assesses, supports, and develops a Candidate's knowledge, skills, or professional dispositions at some stage in the clinical experiences.
- 2.5 "PK-12 Students"** are children or youth attending PK-12 schools including, but not limited to, students with disabilities or exceptionalities, students who are gifted, and students who represent diversity based on ethnicity, race, socioeconomic status, gender, language, religion, sexual identification, and/or geographic origin.
- 2.6 "Training"** involves PK-12 Clinical Educators attending an orientation session developed by the University Clinical Educators. The orientation training session is conducted at the beginning of each semester and includes an overview of program-specific expectations and forms. Training is available online and on-demand.
- 2.7 "University Clinical Educator"** is the SCOE faculty member who assesses, supports, develops, and mentors a Candidate's knowledge, skills, or professional dispositions at some stage in the clinical experiences.

## ARTICLE III. SCOE'S RESPONSIBILITIES

SCOE agrees to:

- 3.1** Designate a University Clinical Educator to:
- a. Co-design, co-deliver, and co-assess undergraduate and graduate programs in collaboration with the PK-12 Clinical Educator;
  - b. Co-plan, co-implement, and co-manage all aspects of the educational experience of Candidates participating in the clinical experiences with the Georgetown County School District; and,

- c. Mentor and coach graduate and undergraduate Candidates on capstone projects, clinical experiences, etc.

**3.2** Furnish to Georgetown County School District the names and contact information of the Candidates mutually assigned by SCOE and the Georgetown County School District to participate in the clinical experience.

**3.3** SCOE shall include only those Candidates who are in good standing with the University and education preparation program and have satisfactorily completed those portions of the program's curriculum that are prerequisite to clinical experience participation.

**3.4** Require its Candidates attend orientation prior to beginning the clinical experience. This orientation will include, but is not limited to, understanding the objectives of clinical experiences, and communicating the need for Candidates to be punctual, polite, and respectful of Georgetown County School District policies, rules and regulations.

**3.5** Maintain contact and ongoing communication with Georgetown County School District, including site visits.

**3.6** Provide professional development leadership and workshops, at its discretion, as needed and requested by the Georgetown County School District.

**3.7** Co-plan open houses on campus and/or at Georgetown County School District that provide information about SCOE educator preparation programs.

**3.8** Extend invitations to participate in events sponsored by SCOE and coordinate with Georgetown County School District to bring PK-12 students to the SCOE campus as appropriate.

**3.9** Provide SCOE faculty as guest speakers in PK-12 classrooms.

**3.10** Provide school district personnel with opportunities for professional development that may result in advanced degrees, certifications, and endorsements, and licensure renewal.

**3.11** Evaluate the effectiveness of the clinical experience.

#### **ARTICLE IV. SCHOOL DISTRICT'S RESPONSIBILITIES**

Georgetown County School District agrees to:

**4.1** Designate a PK-12 Clinical Educator who's appointed based on the qualifications established by SCOE.

**4.2** Ensure the PK-12 Clinical Educator fulfills the following responsibilities which include, but are not limited to:

- a. Involve the Candidate in meaningful education experiences;
- b. Determine appropriate assignments in consultation with the University Clinical

Educator and Candidate;

- c. Attend a university-sponsored Training with the University Clinical Educator;
- d. Orient the Candidate to the school by sharing the school's goals, scope, and operation;
- e. Observe the Candidate's lessons and confer at least weekly to analyze performance;
- f. Co-planning and co-teaching of lesson plans, as appropriate;
- g. Provide ongoing evaluation of the Candidate's performance; completing and submitting required evaluation forms by stated due dates;
- h. Submit evaluation reports and/or evaluation summaries as requested by the SCOE;
- i. Coordinate visits to the school for the University Clinical Educator throughout the semester;
- j. Consult with the Course Instructor to determine the Candidate's final grade; and
- k. Maintain regular contact and ongoing communication with the University Clinical Educator

**4.3** Permit Candidates to use facilities as necessary for successful completion of assignments, including classroom or other appropriate space, office supplies, and access to student records appropriate to the learning experience.

**4.4** Require that PK-12 Clinical Educators participate in professional development seminars on co-teaching, pairs training, and using lesson evaluation and disposition forms.

## **ARTICLE V. MUTUAL RESPONSIBILITIES**

**5.1 Candidate Selection.** SCOE and Georgetown County School District mutually agree to:

- a. Assign Candidates without respect to race, ethnic origin, sex, sexual orientation, age, religion, or disability; and
- b. Reserve Georgetown County School District's right to determine the number of Candidates that may be placed, dependent upon space, instructional time available, and PK-12 student population.

**5.2 Coordination of the Clinical Experience.** SCOE and Georgetown County School District mutually agree to:

- a. Provide faculty to assume responsibility for instructional supervision of the student's clinical field learning experiences.
- b. Establish and administer rules and regulations governing clinical field experiences.
- c. Review the Candidate's qualifications and educational objectives early in the placement to ensure agreed upon objectives for the educational experience;
- d. Share mutually all information regarding any Candidate's specific difficulties and/or special needs;
- e. Withdraw any Candidate from the Georgetown County School District for reasonable cause, including but not limited to health and/or performance issues, following a process of discussion among the PK-12 Clinical Educator, University Clinical Educator, and the Candidate.

- f. Meet with school representatives to review the clinical field experiences at the end of the semester.

**5.3 Supervision and Maintenance.** SCOE and Georgetown County School District mutually agree to:

- a. Co-review and discuss education programs' data;
- b. Co-develop program assessments, changes, and experiences based on data; and
- c. Co-select and co-evaluate PK-12 Clinical Educators.

**5.4 Accreditation Requirements.** SCOE and Georgetown County School District mutually agree to:

- a. Work together as necessary to fulfill and maintain accreditation standards of SCOE's educational programs;
- b. Comply with all applicable requirements of any accreditation authority, and certify such compliance upon request;
- c. SCOE may request aggregate data from Georgetown County School District on program completers, including but not limited to teacher and student evaluations, including student growth goals, student voice feedback, and evaluation of district domains;and
- d. Georgetown County School District will respond to reasonable requests for aggregate data in a reasonable period of time.

**5.5 Miscellaneous.**

- a. Both parties will comply with all applicable federal, state, and municipal laws, ordinances, rules, and regulations including, but not limited to, the performance of any required criminal background checks of Candidates.
- b. Both parties will maintain an educational program of quality, including the provision for adequate instruction and supervision of Candidates.
- c. Both parties agree to reserve to SCOE faculty the intellectual property rights to data generated from their work with Georgetown County School District and reserve to Georgetown County School District personnel the intellectual property rights generated from their work as classroom instructor.

## **ARTICLE VII. PERFORMANCE AND TERMINATION**

**6.1** A delay in or failure to perform by either SCOE or Georgetown County School District shall not constitute a breach of this Agreement if an occurrence beyond the control of either party caused the delay or failure.

**6.2** Either party may terminate this Agreement at any time by submitting written notice of the intent to terminate, no less than 120 days prior to the intended termination date.

**6.3** The parties may mutually agree, in writing, to terminate this Agreement at any time if the termination will not affect any clinical experiences in place at the time of termination.

## **ARTICLE VIII. REDUCED TUITION PARTNERSHIP**

With the above agreement, Coastal Carolina University and Georgetown County School District will collaborate to assist district employees to complete select advanced graduate degrees, certificates, and add-on endorsements in coursework offered through SCOE.

Coastal Carolina University and Georgetown County School District is offering eligible school district personnel to the opportunity to register for graduate level coursework taught through SCOE at a payment rate of 40% discount of states graduate tuition. Teachers and other school district instructional personnel qualify for the discounted rate if they meet acceptance requirements for graduate studies at CCU.

This discount rate will take effect Fall Semester, 2018.

## **ARTICLE IX. COOPERATING TEACHER COMPENSATION**

Cooperating Teachers provide an important service to the education profession by mentoring the future generation of teachers. This is especially significant to partnering school districts in which the internship experience also provides opportunities for preparing potential new faculty. Approximately, 75% of graduates obtain employment in our partnership schools. With that in mind, Cooperating Teachers who supervise an internship may elect to receive a non-transferable certificate for one graduate course (value of current graduate tuition), or twenty licensure renewal credits. Cooperating teachers who mentor and supervise clinical field experiences associated with a course may elect to receive a non-transferable certificate for one graduate course (value of current graduate tuition), or twenty licensure renewal credits following two semesters of supervision.

Principals of partnering schools who assist in identifying and placing our teacher candidates for two consecutive semesters may elect to receive a transferable certificate for one graduate course(value of current graduate tuition), or twenty licensure renewal credits.

These compensation agreements will take effect Fall Semester, 2018. Certificates or renewal credits must be submitted for reimbursement or credit within two years of service completion.

Coastal Carolina University is a public institution of higher education and is obligated to abide by, and fully comply with, all applicable federal, state, and local laws, rules, and regulations. Georgetown County School District agrees to fully comply with all applicable federal, state, and local laws, rules and regulations including, but not limited to, the Civil Rights Act of 1964(as amended in 1991, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, the Age of Discrimination in Employment Act of 1975, and the Americans with Disabilities Act of 1990.

Furthermore, Coastal Carolina University does not discriminate on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, or pregnancy in educational programs and activities as required by Title VII and Title IX. Protection from retaliation is also covered under Title IX. As outlined in the Violence Against

Women Act, Coastal Carolina University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. If a student makes a report to The Agency, believing he or she has experience or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking, the Agency must report such incidents to the Title IX Coordinator. Reports can be made to the Title IX coordinator by phone: 843-333-6229; Email: [titleix@coastal.edu](mailto:titleix@coastal.edu); [www.coastal.edu/titleix](http://www.coastal.edu/titleix)

In order to obtain records that contain personally identifiable information about a student who is enrolled in an educational institution, the Federal Education Rights and Privacy Act.[34 Code of Federal Regulations Part 99.33(a)(1)] requires that the party receiving the information agree not disclose that information to any party without the prior consent of the personally identified student.

It is agreed and understood that the Coastal Carolina University and Georgetown County School District agree to the policies set forth in the Coastal Carolina University Spadoni College of Education Internship Handbook. This manual delineates the responsibilities of students, University supervisors, and District supervisors.

This memorandum of understanding will remain in effect for a period of three (3) years from the date of signing by the parties, unless sooner renewed or terminated by mutual written agreement. This memorandum of understanding is meant to reflect an evolving professional relationship between Coastal Carolina University and the Georgetown County School District. Therefore, it must be premised upon continuous assessment of the activities and services with the responsibility of articulation residing with the respective liaison persons. In addition, an annual meeting between representatives of the Dean's Office and representatives of the Superintendent's Office will be held as needed to discuss problems and make necessary revisions to meet changing conditions.

\_\_\_\_\_ Date \_\_\_\_\_ Date  
Provost, J. Ralph Byington School Superintendent  
Coastal Carolina University

\_\_\_\_\_ Date  
Dean, Edward Jadallah  
Spadoni College of Education  
Coastal Carolina University

**MEMORANDUM OF UNDERSTANDING  
REDUCED TUITION  
GEORGETOWN COUNTY SCHOOL DISTRICT/COASTAL CAROLINA UNIVERSITY  
SPADONI COLLEGE OF EDUCATION**

This memorandum of understanding is between Coastal Carolina University (CCU) and the Georgetown County School District. This agreement is offered to partnering school districts who collaborate with the Spadoni College of Education on pre-service and in-service teacher and leadership education initiatives.

Coastal Carolina University agrees to provide a 40% tuition waiver discount of the graduate per credit hour tuition rate in effect for the semester of which the student is registering. Registration is contingent on the student being accepted for graduate study at CCU either as a degree seeking or non-degree seeking graduate student in a program of study that the school district has approved and endorsed. The following qualifications apply:

- a) **Degree seeking graduate student (excludes coursework for the Master of Arts in Teaching (M.A.T), an initial certification program, and select degree programs where other tuition rates are established).** Students must enroll in approved coursework for a specific degree program.
  
- b) **Non-degree seeking graduate student**  
A maximum of 12 credit hours may be taken as approved graduate coursework to enhance certification. Courses taken in non-degree status may not be accepted into a graduate degree program. A maximum of 12 graduate credit hours may be approved for the tuition reduction while in non-degree status.

Qualified participants must have a valid teaching license and be a full-time employee (teacher or instructional personnel) at the Georgetown County School District. (The Georgetown County School District will verify names of eligible employees with CCU each semester).

The 40% waiver must be submitted to the University's Office of Graduate Studies prior to university established fee payment deadlines. Once submitted and approved the waiver will be applied to the student's account. Students are responsible for payment by the due date as indicated on the academic calendar.

This discounted rate will take effect Fall Semester, 2018. Either party, upon thirty (30) days written notice, may terminate the agreement in whole, or in part.

Coastal Carolina University is a public institution of higher education and is obligated to abide by, and fully comply with, all applicable federal, state, and local laws, rules, and regulations. Georgetown County School District agrees to fully comply with all applicable federal, state, and local laws, rules and regulations including, but not limited to, the Civil Rights Act of 1964 (as amended in 1991), Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, the Age of Discrimination in Employment Act of 1975, and the Americans with Disabilities Act of 1990.



