

**COASTAL CAROLINA UNIVERSITY
COLLEGE OF EDUCATION
MEMORANDUM OF AGREEMENT FOR PRINCIPAL INTERNSHIP EXPERIENCE**

This Memorandum of Agreement (“**Agreement**”), dated August 1, 2020 is between Coastal Carolina University Spadoni College of Education (“**SCOE**”) and Beaufort County School District.

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

WHEREAS, SCOE offers principal preparation programs at the masters level for graduate and candidates;

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

NOW, THEREFORE, in consideration of the mutual promises herein, SCOE and Beaufort County School District agree that the internship 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 internship experiences using Beaufort County School District’s facilities, qualified personnel, and PK-12 students.
- b** Utilize co-teaching, mentoring, administrative internships, 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 internship experiences that are implemented by co-selected and highly qualified Internship Educators.
- e** “**Internship 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 administrative impact on the learning and development of all PK-12 students and teachers.

1.2 This document represents the complete Agreement between SCOE and Beaufort County School District, but individual schools with the Beaufort 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 graduate students preparing for professional education positions.
- 2.2 “Course Instructor”** is the SCOE faculty member who teaches a SCOE course that places a Candidate (masters, specialist, or doctoral) in a school for an internship 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 Internship 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 internship 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 Internship Educators attending an orientation session developed by the University Internship 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 Internship 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 internship experiences.

ARTICLE III. SCOE’S RESPONSIBILITIES

SCOE agrees to:

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

c. Mentor and coach graduate Candidates on projects, internship experiences, etc.

3.2 Furnish to Beaufort County School District the names and contact information of the Candidates mutually assigned by SCOE and the Beaufort County School District to participate in the internship 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 internship experience participation.

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

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

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

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

3.8 Extend invitations to participate in events sponsored by SCOE and coordinate with Beaufort 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 internship experience.

ARTICLE IV. SCHOOL DISTRICT'S RESPONSIBILITIES

Beaufort County School District agrees to:

4.1 Designate a Principal Internship Educator who's appointed based on the qualifications established by SCOE.

4.2 Ensure the PK-12 Internship 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 Internship Educator and Candidate;
- c. Attend a university-sponsored Training with the University Internship 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 of events 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 Internship 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 Internship 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 Internship 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 Beaufort 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 Beaufort 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 Internship Experience. SCOE and Beaufort County School District mutually agree to:

- a. Provide faculty to assume responsibility for administrative supervision of the student's internship field learning experiences.
- b. Establish and administer rules and regulations governing internship 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 Beaufort 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 Internship Educator, University Internship Educator, and the Candidate.

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

5.3 Supervision and Maintenance. SCOE and Beaufort 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 Internship Educators.

5.4 Accreditation Requirements. SCOE and Beaufort 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 Beaufort County School District on program completers, including but not limited to teacher and student and administrative evaluations, including student growth goals, student voice feedback, and evaluation of district domains;and
- d. Beaufort 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 Beaufort County School District and reserve to Beaufort 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 Beaufort 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 internship experiences in place at the time of termination.

ARTICLE VIII. REDUCED TUITION PARTNERSHIP

With the above agreement, Coastal Carolina University and Beaufort 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 Beaufort 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 Spring Semester, 2017.

ARTICLE IX. INTERNSHIP SUPERVISOR COMPENSATION

Internship supervisors provide an important service to the education profession by mentoring the future generation of administrators. 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, Internship supervisors 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. Internship supervisors who mentor and supervise internship 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.

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. Beaufort 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; 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 Beaufort 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 Beaufort 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
Frank Rodriguez
Superintendent
Beaufort County Schools

_____ Date
Daniel J. Ennis
Provost and Vice President for Academic Affairs
Coastal Carolina University

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