

CAEP Evidence 2.1.1 Memorandum of Agreement

COASTAL CAROLINA UNIVERSITY COLLEGE OF EDUCATION AND SOCIAL SCIENCES MEMORANDUM OF AGREEMENT FOR CLINICAL EDUCATION

This Memorandum of Agreement (“**Agreement**”), dated August 1, 2021 is between Coastal Carolina University Spadoni College of Education and Social Sciences (“**SCOESS**”) and Dillon County School District.

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

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

WHEREAS, SCOESS and Dillon County School District desire to establish a mutually beneficial partnership;

NOW, THEREFORE, in consideration of the mutual promises herein, SCOESS and Dillon 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 Dillon 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 SCOESS and Dillon County School District, but individual schools with the Dillon County School District may detail a more specific agreement with SCOESS that reflects the individual school’s practices and needs.

These agreements shall:

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

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

ARTICLE II. DEFINITIONS

- 2.1 "Candidates"** are SCOESS students preparing for professional education positions.
- 2.2 "Course Instructor"** is the SCOESS faculty member who teaches a SCOESS 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 SCOESS 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. SCOESS'S RESPONSIBILITIES

SCOESS 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 Dillon County School District; and
 - c. Mentor and coach graduate and undergraduate Candidates on capstone projects,

clinical experiences, etc.

- 3.2** Furnish to Dillon County School District the names and contact information of the Candidates mutually assigned by SCOESS and the Dillon County School District to participate in the clinical experience.
- 3.3** SCOESS 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 Dillon County School District policies, rules and regulations.
- 3.5** Maintain contact and ongoing communication with Dillon County School District, including site visits.
- 3.6** Provide professional development leadership and workshops, at its discretion, as needed and requested by the Dillon County School District.
- 3.7** Co-plan open houses on campus and/or at Dillon County School District that provide information about SCOESS educator preparation programs.
- 3.8** Extend invitations to participate in events sponsored by SCOESS and coordinate with Dillon County School District to bring PK-12 students to the SCOESS campus as appropriate.
- 3.9** Provide SCOESS 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

Dillon County School District agrees to:

- 4.1** Designate a PK-12 Clinical Educator who's appointed based on the qualifications established by SCOESS.
- 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;
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- h. Submit evaluation reports and/or evaluation summaries as requested by the SCOESS;
 - 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. SCOESS and Dillon 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 Dillon 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. SCOESS and Dillon 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 Dillon 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. SCOESS and Dillon 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. SCOESS and Dillon County School District mutually agree to:

- a. Work together as necessary to fulfill and maintain accreditation standards of SCOESS's educational programs;
- b. Comply with all applicable requirements of any accreditation authority, and certify such compliance upon request;
- c. SCOESS may request aggregate data from Dillon 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. Dillon 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 SCOESS faculty the intellectual property rights to data generated from their work with Dillon County School District and reserve to Dillon 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 SCOESS or Dillon 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 Dillon County School District will

collaborate to assist district employees to complete select advanced graduate degrees, certificates, and add-on endorsements in coursework offered through SCOESS.

Coastal Carolina University and Dillon County School District is offering eligible school district personnel to the opportunity to register for graduate level coursework taught through SCOESS 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, 2021.

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, 2021. 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. Dillon 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 Dillon 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 Dillon 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.

AFFIRMED BY:

Coastal Carolina University

Daniel J. Ennis, Provost Date
Coastal Carolina University

Holley Tankersley, Dean Date
Spadoni College of Education and
Social Science

Dillon County School District

Douglas Ray Rogers, Superintendent Date